PARLIAMENTARY PRACTICE

AN INTRODUCTION TO PARLIAMENTARY LAW

BY

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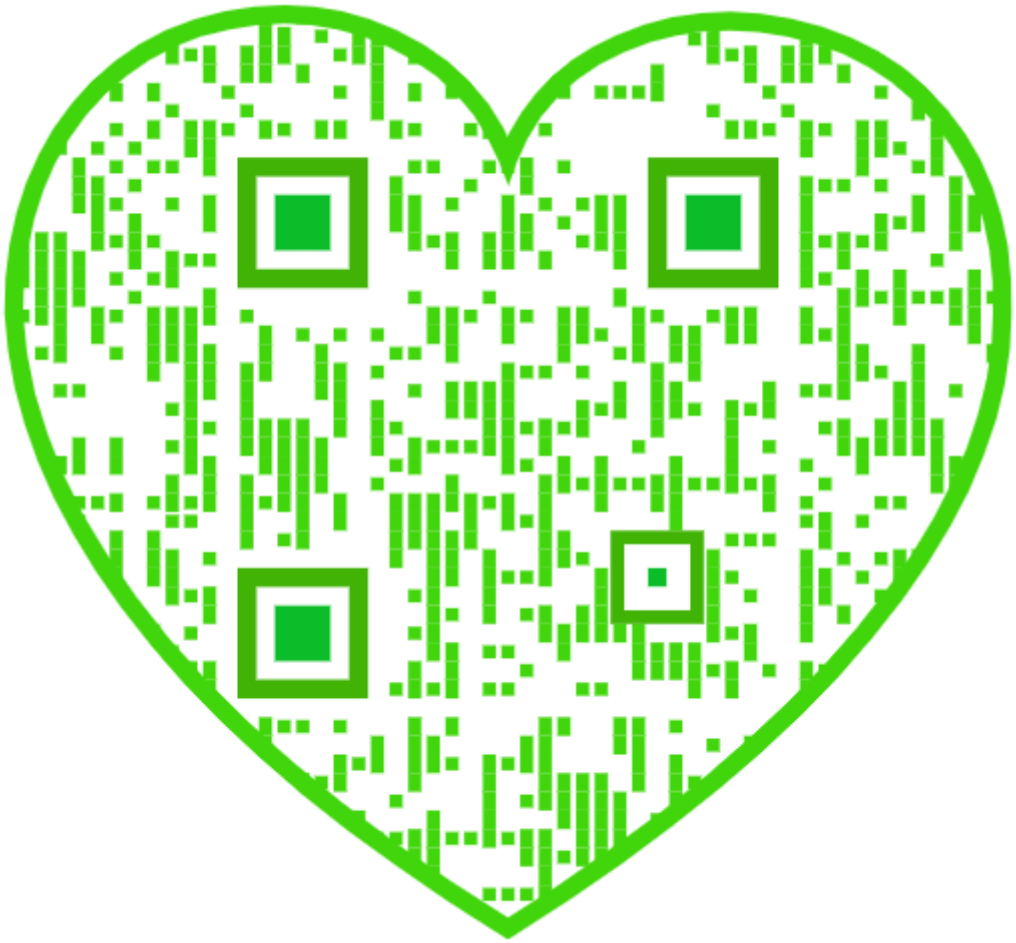

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[The abbreviation "R. O. R." is used in this book for "Robert's Rules of Order Revised."]

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PREFACE

Robert's Rules of Order was published forty-five years ago with a view to furnishing a set of rules of order that any assembly might adopt, and thus avoid waste of time in constant discussion of what is parliamentary law in particular cases. When its circulation had reached a half million copies, six years ago, a revised and greatly enlarged edition was published under the title of Rules of Order Revised. The object of this book being to furnish a set of rules of order to be adopted by societies, it is necessary that the rules should be exhaustive and very brief. This prevents explanations and illustrations that are necessary for one unfamiliar with the subject. If the book were adapted to the needs of the novice it would not be suitable for adoption as the rules of order of a society.

Therefore, while revising the Rules of Order, the author decided to write a work on parliamentary law solely for the reader, using all the space necessary to make each subject simple and clear. This made the book, entitled "Parliamentary Law," a large work, and no way was seen to reduce its size without sacrificing

either clearness or important subjects. It is almost complete and will be published in the near future. Since the resulting cost will prevent this work from reaching the masses, the author decided to write a book for beginners, whether they are simply readers or students in classes.

The result is this volume, "Parliamentary Practice: An Introduction to Parliamentary Law," which is designed as an introduction to the two other books. Its characteristic feature is the illustration of nearly every point in common parliamentary practice by giving the exact words of both the chairman and the member through the procedure. Neither this book nor Parliamentary Law should be adopted by organizations as their parliamentary authority or their rules of order. Rules of Order is designed for that particular purpose, and it is the author's opinion that every owner of Rules of Order Revised will find its value greatly enhanced if this introductory book is first mastered.

HENRY M. ROBERT.

INTRODUCTION

A large proportion of the adult population of the United States and Canada are members of societies in which at times it is necessary or desirable to ascertain the views of the members of the society upon a certain matter, or to have the society take action in the case. These societies vary from the simple ones of a Shakspeare or Browning club of a dozen members, to a State or National Convention of a thousand or more delegates.

If there were no rules or established customs to guide an assembly of persons, and if each could talk on any subject as long and as many times as he pleased, and if all could talk at the same time, it would be impracticable in most cases to ascertain their deliberate judgment on any particular matter. Experience has shown the necessity for rules, for a presiding officer to enforce them and to preserve order, and for a recording secretary to keep a record of the business transacted by the assembly.

The object of rules is to assist an assembly in its effort to ascertain and express the deliberate opinion of the members regarding the questions upon

which they are called to take action. If there are no rules, or established customs that have the force of rules, there is no restraint upon the majority, and no way by which the rights of the minority can be protected.

The customs and rules usually governing deliberative assemblies in cases not covered by their own specific rules, are commonly known as Parliamentary Law. These customs and rules came originally from England but have been greatly modified by the practice of Congress and of State Legislatures, and especially by the practice of innumerable clubs and societies scattered over the United States. As the same persons frequently belong to several societies, and as the numerous national conventions are composed of delegates from every state in the Union, it is very desirable that there should be uniformity in practice throughout the country. Of late years there has been a remarkable agreement in the rules and customs adopted by societies throughout our entire country.

It is very important that every society should adopt some authority on parliamentary law and, having done so, that the members should conform to the rulings of their authority without concerning themselves with the rulings of other authorities. The time to examine the different rules of order is when the question is being considered as to which authority to adopt. Having adopted one the society should stand by it, and should adopt such additional rules as are re-

quired for its special use. The objection to adopting any specialized work as its authority is that a member of the society is at a disadvantage when in a meeting of any other organization to which he may belong.

Ignorance of the rules and customs of deliberative assemblies is a heavy handicap to any one who expects to influence the policy of a society. Frequently the most judicious members fail to carry out their plans when they could easily have done so had they been moderately familiar with parliamentary law. Without some knowledge of this subject one is powerless in an assembly where his opponents are skilled parliamentarians, and therefore, in a land where perhaps most of the persons who have reached the age of sixteen years are members of one or more societies, some knowledge of parliamentary law may be justly regarded as a necessary part of the education of every man and woman, every boy and girl.

While it is important to every person in a free country to know something of parliamentary law, this knowledge should be used only to help, not to hinder, business. One who is constantly raising points of order and insisting upon the strict observance of every rule in a peaceable assembly in which most of the members are ignorant of these rules and customs, makes himself a nuisance, hinders business, and prejudices people against parliamentary law. Such a person is either ignorant of its real purpose or else wilfully misuses his knowledge.

Among the established rules and customs which constitute parliamentary law are the following elementary ones that every one should know:

(1) Only one question can be considered at a time. It must be put in the form of a proposition or motion, to be proposed or moved by one member and seconded by another, and must then be stated by the presiding officer, after which it is open to debate and amendment.

(2) No one can make a motion or speak in debate until he has risen and addressed the presiding officer by his proper title and has been "recognized" by him, and thus has "obtained the floor."

(3) No one can speak unreasonably long (over ten minutes in ordinary societies), or more than twice on the same question on the same day, without permission of the assembly.

(4) No member can speak a second time on the same question provided any one desires to speak who has not spoken on that question.

(5) No one in speaking can address his remarks to another member or use another member's name when it can be avoided, but his remarks must be addressed to the presiding officer.

(6) When a question is once before the assembly it must be adopted or rejected by a vote, or be disposed of in some other way, before any other subject can be introduced except certain ones entitled

to this privilege, which are therefore called privileged questions.

Every member of a society should be familiar with these simple rules and customs of deliberative assemblies. Any one wishing to exert a real influence in an assembly, however, must possess a knowledge far beyond this. He must know the various motions, their purpose, when they can be made, which are debatable, and which can be amended. He must have sufficient knowledge of committees to enable him, without embarrassment, to serve as chairman of one. He must thoroughly understand the subject of amendments, which is the most important, and, perhaps, the most difficult part of parliamentary law.

PARLIAMENTARY PRACTICE

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CHAPTER I.

ORGANIZATION; MOTIONS.

Experience has shown that there must be rules to govern an assembly, and that some one must be selected to act as presiding officer to enforce these rules, in order that after suitable deliberation the will of the majority may prevail. It has also been found necessary that some one should be selected to keep a record of what has actually been done by the assembly. The first person is usually called the chairman or president, and the second, the secretary.

ORGANIZATION.

When a number of people wish to take action on a certain matter, one of the number should take a prominent position and attract attention, if necessary, by striking the table and should say, "The meeting will come to order." It is then the duty of all present to be seated and to be attentive. The member who called the meeting to order says, "I nominate Mr. Jones for chairman." Some one in the audience,

without rising, says, "I second the nomination." The one who called the meeting to order then says, "Mr. Jones is nominated for chairman. As many as are in favor of Mr. Jones for chairman of this meeting say Aye" [pronounced the same as *eye*]. After the ayes have responded he continues, "Those opposed say No." If the ayes are in the majority, that is, if there are more ayes than noes, he continues thus to announce or declare the vote, "The ayes have it, Mr. Jones is elected chairman, and he will please take the chair." [For duties of the Chairman see Chapter XVI.]

Mr. Jones proceeds to the platform and says, "The election of secretary is the next business in order. Will some one please nominate a secretary." The secretary is nominated by some one in the hall, and is elected in the same manner as the chairman. In this chapter it is assumed that there is only one nomination for secretary. When there are more than one see First Drill, page 17. The secretary takes his place at the table near the president and keeps a record of action taken as described, pp. 115, 128. [For duties of Secretary see Chapter XVI.]

Instead of the method described above the member who calls the meeting to order may say, "I move that Mr. Jones act as chairman," and the seconder says, "I second the motion." The first member then says, "As many as are in favor," etc., as already described.

Motions.

Introduction of Business. The meeting being organized, the chairman says, "The meeting is now open for business." A member who wishes the assembly to take certain action rises and addresses "the Chair," as the presiding officer is commonly referred to whatever is his title. The regular presiding officer should always be addressed by his official title preceded by Mr. or Madam, thus: Mr. President, Mr. Moderator, Mr. Grand Commander, Madam Chairman, Madam President, etc. A temporary presiding officer, or one with no special title, is addressed as Mr., or Madam, Chairman. A vice president in the chair is addressed as Mr., or Madam, President. The chairman "recognizes" a member by announcing his name, or in small assemblies where the members are all acquainted, by bowing to him. If two or more rise at about the same time, the chair generally recognizes and thus assigns the floor to the one who rose first and addressed the chair. The member having "obtained the floor" presents the subject to the assembly in the form of what is called a "motion." A motion is a proposal that the assembly take certain action, or that it express itself as holding certain views. It is made by a member's obtaining the floor and saying, except in the case of a resolution, "I move to," etc. or "I move that," etc., as for example, "I move to postpone the question to," etc., or "I move

that the question be postponed to," etc. In the case of resolutions the following forms are used: "I move to adopt the following resolution, *'Resolved,* That,'" etc.; or "I move the adoption of the following resolution, *'Resolved,* That,'" etc.; or "I offer the following resolution, *'Resolved,* That,'" etc.

For convenience, motions are divided into *main, subsidiary, privileged,* and *incidental.* All except main motions and one other (to take from the table) are sometimes referred to as *Secondary* motions, since they may be made while other motions are pending, a fact not true of main motions and the motion to take from the table. *Main* motions are those which introduce a subject matter to the assembly. They are debatable and amendable.

Subsidiary motions are those which are made while another motion is pending, for the purpose of properly disposing of the other motion. The subsidiary motion supersedes the other motion for the time being, and must be acted upon before action can be taken on the other motion. *Privileged* motions have nothing to do with the pending question, but are of such importance that they are allowed to interrupt the consideration of other questions. They are undebatable because of this high rank. Privileged and subsidiary motions have a definite order of precedence among themselves as shown on Chart I, page 166. *Incidental* motions are those which arise out of a pending question and must be decided before that question;

or out of a question that has just been pending and must be decided before any other business is taken up; or that relate to the business of the assembly. They have no definite rank because they are in order whenever they are incidental to the business of the assembly regardless of the rank of the pending motions. They are undebatable except an appeal under certain circumstances hereafter described, page 93. A list of the common incidental motions is given in Chart II, page 167.

Practice Work.

(1) State all the steps necessary for calling a meeting to order, nominating a chairman, and electing a chairman.

(2) Take the part of the chairman, call for nominations for secretary, and conduct the election.

(3) Give two forms that may be used in nominating a chairman.

(4) What is meant by the chair's recognizing a member, and a member's obtaining the floor? What is a motion?

(5) Give two correct forms for any motion that is not a resolution, and three for a resolution.

(6) What is the distinction between a main motion and a secondary one? Can a main motion be debated? Can it be amended?

(7) Which subsidiary motions are debatable?[1] Which may be amended?[1]

(8) Why are privileged motions undebatable? Why do they have so high a rank?

(9) How are privileged motions unlike most subsidiary ones? Why do incidental motions have no definite rank?

(10) Give the substance of the six elementary principles laid down in the Introduction page xiv.

[1] See Chart I, page 166.

CHAPTER II.

MAIN MOTIONS; DEBATE; POSTPONE INDEFINITELY.

Main Motions. As has been stated, a main motion introduces a subject to an assembly. It should usually be in writing, and this may at any time be required by the chairman. It can be made only when no motion is pending. It may be made in either of the following forms by any member who has obtained the floor: (1) "I move the adoption of [or "I offer] the following resolution: *'Resolved,* That the thanks of this convention be extended to the College Glee Club for its inspiring music,'" or (2) "I move that the thanks of this convention," etc. The first form, that of the resolution, is preferable except in very short unimportant main motions. When the main motion has been made, the maker of it hands the written resolution or motion to the chairman and resumes his seat. Any member in the assembly without rising says, "I second the motion," or "I second it." If no member seconds it immediately, the chairman, except in small assemblies, repeats the motion and asks, "Is the motion seconded?" In small assemblies where every member has evidently

heard the motion, instead of repeating it he may say, "You have heard the motion; is it seconded?" If the motion is not then seconded, the chairman says, "There being no second, the motion is not before the assembly."

Stating the Question. When the motion is seconded, if in the form of a resolution, the chair states the question to the assembly thus: "It is moved and seconded to adopt the following resolution: *'Resolved,* That,'" etc. [reading the resolution]. If it is in the form of a simple motion the chair states the question thus: "It is moved and seconded 'that the thanks,'" etc. [repeating the motion]. In either case, the question being stated, it is *pending,* that is, the question is before the assembly for discussion and action. Until the question is stated no member can claim the floor for debate, nor can any main, subsidiary, or privileged motion be made. Some urgent incidental motions, however, may be made. After stating the question, unless some one immediately claims the floor, the chair asks, "Are you ready for the question?" This means, "Is the assembly ready to have the question on the adoption of the resolution put immediately?" [1] The question is now open to debate, and any subsidiary motion is in order. If there is debate, the chair must wait until it has ceased before putting the question.

Putting the Question or Taking the Vote. The de-

[1] If members call out "Question" it does not mean that debate is closed. It merely expresses the wish of those that make the call, and, if repeated after a member rises, is discourteous and disorderly.

bate having ended, the chairman inquires, "Are you ready for the question?" If there is no response, he rises and puts the question to the assembly thus: "The question is on the adoption of the following resolution: *'Resolved,* That,' etc. [reading the resolution]. As many as are in favor of the resolution say Aye. Those opposed say No." The ayes being in the majority the chair continues, "The ayes have it and the resolution is adopted [or carried]." This is called *Announcing the Vote.* The chair should always stand while putting the question, but it is not necessary for him to stand while stating it.

If the negative is in the majority, the chair announces the vote thus: "The noes have it and the resolution [or motion] is lost." If the vote is a tie, that is, an equal number on each side, it is announced thus, "There are —— in the affirmative and —— in the negative. There being a tie, the motion is lost." The chairman, if a member of the assembly, may vote whenever his vote will affect the result, or when the vote is by ballot or by roll call. A majority vote, that is, a majority of the votes cast, is all that is necessary for the adoption of any proper motion except those in the list of motions that require a two-thirds vote, page 174.

If the main motion is not in the form of a resolution, the above-mentioned forms should be modified thus: "It has been moved and seconded 'that a concert be given,' etc. As many as are in favor of the motion,"

etc., substituting the word "motion" for "resolution" throughout.

Preamble. When it is desired to give a reason for adopting a resolution, the reason is given in a preamble, each clause of which begins with the word "Whereas," as shown in the first drill, page 20. [See R. O. R.,[2] pp. 33-36, for fuller information on resolutions.]

Main Motions in the form of Subsidiary Motions. It is impossible to have a subsidiary motion unless there is another motion pending to which it is subsidiary. Therefore if a motion is made in the form of a subsidiary at a time when no question is pending, it is a main motion. For example, the following are main motions: to amend an existing by-law or standing rule; to appoint a committee to perform a duty not connected with any question pending before the assembly; to postpone an event, such as a lecture, the date of which has been previously fixed; to limit debate at a time when no question is pending. This last motion is open to debate the same as any other main motion, though if made while another question is pending it is an undebatable subsidiary motion.

Improper Main Motions. A motion must not be frivolous or use language that would not be allowed in debate. Nor should it be in a negative form where this may be avoided. The objection to the negative form is the danger of confusion in the minds of some as to the effect of the double negative if the motion is voted down (rejected). Thus, a motion "that we do not instruct our delegates" etc., is frivolous; a motion "that we instruct our delegates not to vote for the proposed amendment to the by-laws," is allowable though it would be better to instruct them "to vote against the" etc. So a motion "that we disapprove" etc. is better form than "that we do not approve." A main motion is not in order which is prac-

[2] R. O. R. is used to designate Robert's Rules of Order Revised.

tically the same as one that the assembly has already had before it during the same session, or is in the possession, or under the control of the assembly so that the main motion can be brought before it again for action when the assembly so desires. Confusion would result from allowing any member to introduce to the assembly a question practically the same as one that is then in the hands of a committee, or on the table, or that has been postponed to another time, or that may be reached by calling up the motion to reconsider. In all these cases the question is in the possession of the assembly, or under its control, and may be brought before it by discharging the committee, or taking the question from the table, or taking up the postponed question before its proper time, or calling up the reconsideration, as shown hereafter. The principle involved prohibits the introduction of any main motion, or amendment to it, which would interfere with the freedom of the assembly in acting upon any question in its possession or under its control. Thus, if a motion to have a banquet on a certain evening has been laid on the table it would be out of order to move that a concert be given on that evening, because if the latter motion were adopted it would interfere with and probably prevent the adoption of the prior motion when it is taken from the table. When the first motion is taken from the table, the second can be moved as a substitute for it.

Debate. In order to debate a pending question a member must obtain the floor as already described and address his remarks to the chairman. A motion is *pending* after it has been stated by the chair until it has been disposed of either permanently or temporarily. There may be a number of motions pending at the same

time. The pending motion that was last stated by the chair is called the *immediately pending* motion. Debate must be confined to the immediately pending question, and must deal with other questions only so far as they are necessarily involved with the immediately pending one. The speaker must avoid all personalities, must not attribute improper motives to a member, and must not even mention a member's name if he can be properly described in some other way, as "the member who last spoke." Officers should be referred to by their official titles and not by their names. No one can speak in debate, except by permission of the assembly, more than twice on the same question on the same day, nor longer than ten minutes at one time. On an appeal from the decision of the chair,[8] no one but the chairman can speak more than once. No member can speak a second time on a question if any member who has not spoken upon that question desires to speak. The member making a debatable motion has the right to the floor for debate, if he claims it with reasonable promptness, in preference to other members even if they rose and addressed the chair first. A member who has exhausted his right to debate the main question has a right to debate any debatable subsidiary question that afterwards may be immediately pending. If several members claim the floor at the same time, and the chair knows on which side they will speak, he

[8] See page 93.

should assign the floor to one opposed to the last speaker.[4]

Indefinite Postponement. Instead of voting down the motion, it may be killed just as effectually by adopting the motion to postpone it indefinitely. An affirmative vote on it is identical in effect with a negative vote on the main question. This motion cannot be made if any other than the main motion is pending. Postpone indefinitely is debatable, and while it is pending the merits of the main question may be debated the same as if this motion had not been made. It cannot be amended. If this motion is adopted, it kills the main question for the session just as if the main motion had been voted down. If it is lost, the consideration of the main question is resumed and the opposition has another opportunity to defeat it. This motion is used by the enemies of a main motion when they are in doubt as to whether they are strong enough to defeat the main motion. Sometimes it is used with the idea that postponing a question indefinitely is not so harsh as voting it down.

Practice Work.

(1) Present a main motion in the form of a resolution and one not in that form.

(2) Must the seconder obtain the floor in order to second the motion? Give two forms of seconding a motion. If no

[4] See R. O. R., pages 27-33, for full information on who is entitled to the floor.

second is obtained in answer to the chairman's asking for one, what becomes of the motion?

(3) Give two forms for stating the question. What is the real meaning of "Are you ready for the question?" Give the form for putting the question when it is a resolution; when it is not a resolution. Give the form for announcing the result when the affirmative wins; when the affirmative loses.

(4) What is a tie? Announce the result when there is a tie. When may the chairman vote?

(5) What is meant by a pending motion? What is meant by an immediately pending motion?

(6) What must a member do before he can begin debate? State five rules that the debater must observe during the debate.

(7) What is the purpose of the motion to postpone indefinitely? Show how you can tell from Chart I whether postpone indefinitely is amendable and also debatable. Explain in your own words how an affirmative vote on the motion to postpone indefinitely is the same as a negative vote on the main motion.

CHAPTER III.

FIRST DRILL, ILLUSTRATING CHAPTERS I AND II.

Organization, Main Motions, and Postpone Indefinitely.

[In this drill the assembly is supposed to be a class in parliamentary law. The members are to be assigned special parts in the drill as described in "How to Study Parliamentary Law," page 182. Directions enclosed in brackets are sufficiently full to guide each member. When no directions are given for the chairman to stand or to be seated, it is optional with him which he does. In large assemblies it is better for him to stand whenever he speaks, but this is not advisable in small assemblies, except in putting the question and in speaking to a point of order. It is assumed that any member who has obtained the floor takes his seat when he has finished speaking.]

MR. A [*rising, advancing to the table and rapping, or gently striking the table once with the gavel, says*]: The meeting will please come to order. I move "that Mr. X act as chairman of this meeting."

ANY MEMBER [*without rising*]. I second the motion.

MR. A [*still standing*]. It has been moved and seconded, "that Mr. X act as chairman of this meeting." As many as are in favor of the motion say Aye. [*After the ayes have responded:*] Those opposed

say No. [*There being more ayes than noes he continues:*] The ayes have it and Mr. X is elected chairman. He will please take the chair. [*Mr. A resumes his seat.*]

CHAIRMAN [*standing by the presiding officer's table, says*]: The next business in order is the election of a secretary.

MR. B [*rising*]. Mr. Chairman.

CHAIRMAN [*standing or sitting, recognizes Mr. B as having the floor by bowing to him or by announcing his name*]: Mr. B.

MR. B [*having thus "obtained the floor," still standing, says*]: I nominate Mr. T. [*Resumes his seat.*]

CHAIRMAN. Mr. T is nominated.

MR. C [*rising*]. I nominate Mr. V.[1]

CHAIRMAN. Mr. V is nominated.

MR. D [*sitting*]. I nominate Mr. W.

CHAIRMAN. Mr. W is nominated. Are there any more nominations? [*There being none he stands and continues:*] Mr. T, Mr. V, and Mr. W are nominated. As many as are in favor of Mr. T for secretary say Aye. [*After the ayes have responded:*] As many as are opposed say No. The noes have it and Mr. T is not elected. As many as are in favor of Mr. V for secretary say Aye. [*Pause for response.*] As many as are opposed say No. [*Pause for response. The ayes being more numerous than*

[1] It is not necessary to obtain the floor to make a nomination.

the noes he continues:] The ayes have it and Mr. V is elected secretary and will please take his place at the secretary's desk. The meeting is now open for business. [*Takes his seat.*]

MR. D [*rising*]. Mr. Chairman, I rise to a parliamentary inquiry.[2]

CHAIRMAN. The gentleman will state his inquiry.

MR. D. Should not a vote have been taken on Mr. W for secretary? He was nominated as well as the others and might have received a larger vote than they.

CHAIRMAN. Those who were in favor of one candidate should have voted against the others, and thus if more numerous they would have prevented the election of either of the other candidates. There were more ayes than noes for Mr. V, so he is elected secretary.

MR. E [*rising and obtaining the floor*]. I move the adoption of the following resolution: *"Resolved,* That Parliamentary Law should be taught in our public schools." [*Hands the written resolution to the chairman and resumes his seat.*]

MEMBER [*without rising*]. I second the motion.[3]

CHAIRMAN [*stating the question*]. It is moved and seconded to adopt the following resolution [*reads resolution and asks*]: Are you ready for the ques-

[2] It is not necessary to obtain the floor to make a nomination or a parliamentary inquiry, but the member must rise in the latter case.

[3] In large bodies where some present are not entitled to vote, it is necessary, in order to be sure that the seconder is entitled to vote, that he rise.

tion?[4] [*No one claiming the floor he puts the question on the adoption of the resolution thus:*] "As many as are in favor of the resolution [or motion] say Aye. Those opposed say No. The ayes have it and the resolution is adopted.[5]

MR. F [*obtaining the floor*]. I move "that our next meeting be open to the public."

MEMBER [*from his seat*]. I second the motion.

CHAIRMAN. It is moved and seconded "that our next meeting be open to the public." Are you ready for the question?

[*Members engage in debate. When it has ceased the chairman proceeds as follows:*]

CHAIRMAN. Are you ready for the question? [*No response. Chairman stands.*] The question is on the adoption of the motion, "that our next meeting be open to the public." As many as are in favor of the motion say Aye. Those opposed say No. The noes have it and the motion is lost.

MR. G [*obtaining the floor*]. I move the adoption of the following resolution: "*Resolved,* That no subsidiary motions except to postpone indefinitely be al-

[4] The chairman cannot put the question on a debatable motion as long as any one entitled to speak on the question wishes to do so. He must, therefore, before putting a debatable question ask, "Are you ready for the question?" and pause sufficiently to allow any one who may wish to debate or make some subsidiary motion to claim the floor.

[5] Whenever a vote is taken the chairman should announce the result, If there is other business he should then announce the next in order. This saves much trouble, as otherwise members are liable to introduce business that is out of order.

lowed in these meetings." [*Hands the written resolution to the chairman.*]

MEMBER [*from his seat*]. I second the motion.

CHAIRMAN. It is moved and seconded to adopt the following resolution: "*Resolved,* That no subsidiary motions except to postpone indefinitely be allowed in these meetings." Are you ready for the question? [*There being no response, he continues:*] The question is on the adoption of this resolution which, if adopted, practically suspends the rules, as it deprives members of their right to make subsidiary motions, and therefore a two-thirds vote is required for its adoption.[6] It is also of the nature of a standing rule as it affects future sessions until rescinded or suspended. As many as are in favor of the motion will rise. Be seated. Those opposed will rise. Be seated. There being two-thirds in the affirmative, the motion is adopted, and no subsidiary motions except postpone indefinitely will be in order in these meetings.

MR. H [*obtaining the floor*]. I move the adoption of the following resolutions:

"*Whereas,* Many married women are obliged to work away from home, thus often leaving very young children without proper guardianship; and

"*Whereas,* The rearing of children under improper influences is detrimental to the state; therefore, be it

[6] When the expression "majority vote," or "two-thirds vote," is used, it means a majority or two-thirds of the votes cast, regardless of the number of members present.

"Resolved, That Day Nurseries should be established and maintained in every manufacturing town at the public expense.

"Resolved, That our Mayor and the press be furnished with a copy of these resolutions." [*Hands the written resolutions to the chairman, and resumes his seat.*]

MEMBER [*from his seat*]. I second the motion.

CHAIRMAN. It is moved and seconded to adopt the following resolutions, *"Whereas,"* etc.: [*reads the resolutions*]. Are you ready for the question?

MR. I [*rising*]. Mr. Chairman.

MR. H [*rising*]. Mr. Chairman.

CHAIRMAN. Mr. H.

MR. I [*still standing*]. Mr. Chairman, I rose first and addressed the chair.

CHAIRMAN. Mr. H offered the pending resolution and as he claimed the floor with reasonable promptness he is entitled to recognition even though Mr. I rose first. Mr. H has the floor. [*Mr. I resumes his seat.*]

[*Mr. H is followed in debate by others. During the debate the chairman is seated, and when it is ended he proceeds as follows:*]

CHAIRMAN. Are you ready for the question? [*There being no response he stands and puts the question:*] The question is on the adoption of the following resolutions: *"Whereas,"* etc. [*reads them*]. As many as are in favor of the resolutions say Aye

Those opposed say No. The ayes have it and the resolutions are adopted.

MR. J [*obtaining the floor*]. I move the adoption of the following resolution: "*Resolved,* That our club give a banquet on Nov. 18." [7]

MEMBER [*seated*]. I second the motion.

MR. K [*rising*]. Mr. Chairman, I move to postpone——

CHAIRMAN [*interrupting*]. The gentleman will please be seated. The chair has not stated the question.

MR. K. I beg the chair's pardon. [*Takes his seat.*]

CHAIRMAN. It has been moved and seconded to adopt the following resolution: "*Resolved,*" etc. [*Repeats the resolution.*]

MR. K [*obtaining the floor*]. I move to postpone the question indefinitely.

MEMBER [*seated*]. I second the motion.

CHAIRMAN. It has been moved and seconded to postpone the question indefinitely. Are you ready for the question?

[*After debate, which enters into the merits of the main question, the chair proceeds thus:*]

CHAIRMAN. Are you ready for the question? [*There being no response, he rises and continues:*] The question is on the motion to postpone indefinitely

[7] Though this is a main motion it is so short and simple that usually it would not be required to be in writing.

the pending resolution relating to having a banquet. As many as are in favor of the motion say Aye. Those opposed say No. The ayes have it and the resolution relating to a banquet is postponed indefinitely.

MR. L [*obtaining the floor*]. I move to adjourn.

MEMBER [*seated*]. I second the motion.

CHAIRMAN [*standing*]. It is moved and seconded to adjourn. As many as are in favor of the motion say Aye. Those opposed say No. [*The ayes being greatly in the majority, he continues:*] The ayes have it, the motion is adopted, and we stand adjourned.

CHAPTER IV.

PRIMARY AMENDMENTS.

It is often necessary to change the wording of a motion before the members are willing to take final action on it. Such changes are called amendments. While the proposed changes express the views of those who offer the amendments, they may not agree with the wishes of those who offer the motion to be amended. The amendment, however, must be germane to the motion to be amended, that is, it must have a bearing on the subject, and be so closely related to it that the two can be considered and acted upon together as well as separately. If the adoption of the motion would necessarily prevent the introduction of a new motion containing the substance of the proposed amendment, then the amendment is germane to the motion.

An amendment may be in any of the following forms:

(*a*) to insert or add (that is, place at the end);

(*b*) to strike out;

(*c*) to strike out and insert, or to substitute as it is called when an entire paragraph or resolution is struck out and another is inserted in its place.

The motion to amend may be made in various forms as will be seen in the drills. The following are perhaps the most common:

"I move to add [or to amend by adding] the words ——" or, "I move to insert [or to amend by inserting] the words —— after [or before] the word ——" [naming the more important word]; "I move to strike out the word [or words] ——" [locating unmistakably the part to be struck out whenever those words are used more than once]; "I move to strike out the word [or words] —— [locating them if necessary] and insert the word [or words] ——"; "I move to substitute for the pending resolution the following, '*Resolved,* That,'" etc., or, "I move to substitute for the second paragraph the following paragraph ——." Any of these motions may begin with "I move to amend by," followed by "inserting," etc., or whatever words are required to express the amendment.

After the amendment has been proposed and seconded, the chair states the question thus: "It has been moved and seconded to amend the resolution [or motion] by —— [stating the amendment]. Are you ready for the question?" After debate has ceased the chair puts the question thus: "The question is on amending the resolution by —— [stating the amendment]. As many as are in favor of the amendment say Aye. Those opposed say No. The ayes have it and the amendment is adopted. The question is now on the resolution as amended, which is as follows

[repeating the amended resolution]. Are you ready for the question?" After debate the question on the amended resolution is put as shown in Chapter I.

Substitute. In case of substituting one paragraph for another the question is stated in a form similar to this: "The paragraph in the resolution which it is proposed to replace is as follows [reading the paragraph]. It is moved and seconded to substitute for this the following [reading the paragraph]. The question is on the adoption of the motion to substitute the paragraph last read for the one in the resolution. Are you ready for the question?" The question is now open to debate and amendment, the original paragraph being first amended and then the new one. When the debate has ceased the question is put thus: "Are you ready for the question? [No one rising. the chair continues:] The paragraph it is proposed to replace is as follows [reads paragraph as amended]. It is moved to substitute for this paragraph the following [reads the substitute as amended]. The question is on the adoption of the motion to substitute. As many as are in favor of the motion to substitute say Aye. Those opposed say No. The ayes have it and the motion to substitute is adopted. The question is now on the resolution as amended. Are you ready for the question?"

When a motion to amend by substituting is adopted. the new paragraph takes the place of the old one and requires the same further action by the assembly that

the old one would have required if it had not been replaced. If a by-law is substituted for an existing by-law the new by-law takes the place of the old one and therefore requires no further action. But if the by-laws are pending when the motion to substitute is adopted, then the substituted by-law is pending to be voted upon the same as the one had been which it replaced. In like manner, when one resolution is substituted for another which is pending, the substitute takes its place and is the pending question to be voted upon.

An amendment of any pending motion except an amendment is called a primary amendment, or an amendment of the first degree. An amendment of a primary amendment is called a secondary amendment, or an amendment of the second degree. While a primary amendment is pending no other primary amendment of the same motion is in order. After a primary amendment has been voted on another primary amendment is in order, and so on indefinitely.

An amendment of something already adopted, as by-laws or standing rules, is a main motion, not a subsidiary one, as explained, page 11. Therefore an amendment of a proposed amendment to existing by-laws is a primary amendment.

An amendment may be offered to any pending motion except those contained in the list of secondary motions that cannot be amended, page 171. No secondary motion can be amended so as to change it

into another secondary motion. An amendment of a debatable motion is debatable; an amendment of an undebatable motion is undebatable. When debatable the debate must be confined to the merits of the amendment.

Improper Amendments. An amendment is improper and out of order if it is not germane to the motion to be amended; or if its adoption would make the motion an improper one, as described, page 11; or if its adoption would make the affirmative of the amended motion the equivalent of the negative of the original motion; or if it changes one form of amendment to another form [See (*a*) (*b*) (*c*), page 24] or if it substitutes one form of motion for another form; or if it strikes out words that have been inserted, unless some additional words are struck out to make the new question entirely different from the old one; or if it inserts words that have been struck out, unless the motion to insert includes enough additional words to make the question entirely different from the question of striking out which was previously decided.

To illustrate: Suppose the question is on the adoption of the resolution, "*Resolved,* That our delegates to the State Convention be, and are hereby, instructed to oppose the adoption of the proposed amendment to the by-laws": It would be out of order to amend by adding "and that the janitor's salary be increased five dollars a month," as the amendment is not

germane to the main motion; or to amend by inserting "not" before "instructed," because the amended motion is a useless and improper one, and the affirmative of it is equivalent to the negative of the original motion. It would be a perfectly proper amendment, however, to insert "not" after "instructed." The motion to "postpone to a certain time" cannot be amended by substituting for it the motion to "commit." If the resolution is amended by inserting "strongly" before "oppose" it would be out of order afterwards to move to strike out the word "strongly." [See Improper Amendments R. O. R., pages 143-146.]

Practice Work.

(1) What is an amendment?

(2) Illustrate by an example your idea of an amendment that is germane to the motion to be amended. Give an example of one that you think is not germane.

(3) What are the three forms of amendment?

(4) State the Privileged and Subsidiary motions that cannot be amended.[1]

(5) Give the form for amendment by adding words; by inserting words.

(6) Give the form for amendment by striking out words.

(7) Give the form for amendment by striking out and inserting.

(8) State the question, put it, and announce the result on amending by each of the above mentioned forms.

[1] See Chart I.

(9) Why do we vote on substituting the paragraph and then on adopting the resolution itself?

(10) Read and discuss the paragraphs on Improper Amendments.

CHAPTER V.

SECONDARY AMENDMENTS.

During the debate on an amendment it may develop that members wish to modify the amendment, in which case some one obtains the floor and moves to amend the amendment by one of the three methods (*a*), (*b*), (*c*) heretofore explained. This amendment of an amendment is called a secondary amendment, or an amendment of the second degree. A primary amendment may be amended as follows:

(*a*) A primary amendment to insert or add may be amended by inserting or adding, or by striking out, or by a combination of these, namely by striking out and inserting.

(*b*) A primary amendment to strike out certain words may be amended only by striking out some of the words of the primary amendment. The effect of adopting this secondary amendment is to leave in the main motion the words struck out by the secondary amendment. The effect is similar to that of a double negative. Suppose the following resolution pending: "*Resolved,* That the seniors, sophomores, and juniors have a hallowe'en party." While the primary amend-

ment to strike out the words "sophomores and juniors" is pending, the secondary amendment to strike out of the primary amendment the words "and juniors" is offered. If this is adopted, the primary amendment becomes a motion to strike out the word "sophomores." If this primary amendment is adopted, the pending resolution becomes *"Resolved,* That the seniors and juniors have a hallowe'en party."

A primary amendment to strike out a paragraph may be amended by any or all of the methods of amending a paragraph to be inserted. Words struck out of a paragraph by a secondary amendment stay out of the resolution whether the primary amendment to strike out is adopted or not. For example, suppose there is pending the resolution offered by Mr. H on page 20 and a motion to amend by striking out the second resolution: a secondary amendment to strike out the words "our mayor and" is now adopted. The words "our mayor and" are struck out and remain out of the resolution regardless of whether the second resolution is struck out or not. While the motion is pending to strike out a paragraph or resolution, its friends must be given an opportunity to modify it by amendment before the vote is taken on striking out.

(*c*) A primary amendment to strike out and insert cannot be divided, but for the purpose of amendment is treated as two motions, each motion being under the rules of amendment as given above. No amendment of the words to be inserted is in order until after

reasonable opportunity has been given for amendments to be proposed to the words to be struck out. When no further amendments are proposed and no one claims the floor, the question is put on the complete motion to strike out and insert.

A motion to substitute is treated in the same way. The friends of the paragraph to be struck out are first given an opportunity to modify it by amendments so as to diminish the chances of their defeat. The friends of the proposed new paragraph are then given a similar opportunity to modify it with a view to gaining votes for their side. When both paragraphs are thus perfected the question is put on substituting the new one for the old one. After this the question is put on adopting the main motion as it then stands, whether the amendment is adopted or not. This is illustrated in the Drill, page 43.

While one secondary amendment is pending no other secondary amendment of the same motion is in order. A secondary amendment cannot be amended. After an amendment of the first or second degree has been disposed of, another amendment of the same degree is in order. Great care must be taken that after every motion and every vote the question before the assembly is clearly stated, especially when several amendments have been offered. To illustrate: There is pending the resolution "*Resolved,* That John will saw wood." The primary amendment to add the words "because he loves to do so" is offered; while this is pending the

secondary amendment to strike out of the primary amendment the words "he loves" and insert the words "his mother causes him" is offered. The chair says: "It is moved and seconded to strike out of the primary amendment the words 'he loves' and insert the words 'his mother causes him.' If this secondary amendment is adopted, he continues, "The question is now on the adoption of the primary amendment to add to the resolution the words 'because his mother causes him to do so.' [In a complex case it might be well for the chair to state at this point just what the resolution will be if the amendment is adopted.] Are you ready?" etc. If this is adopted, he continues, "The question is now on the adoption of the resolution as amended *'Resolved,* That John will saw wood because his mother causes him to do so.' Are you ready?" etc.

Practice Work.

(1) What is a secondary amendment? What other name is given to it?

(2) In what three ways may a primary amendment t insert or add be itself amended?

(3) In what way may a primary amendment to strike out words be itself amended?

(4) What is the effect on the resolution of adopting a

secondary amendment to strike out certain words from a primary amendment to strike out words? Illustrate.

(5) What methods may be employed in amending a primary amendment to strike out a paragraph?

(6) Given a primary amendment to strike out and insert: what must be done before the words to be inserted may be amended?

(7) What is the process necessary for amending a substitute? Can a secondary amendment be amended?

(8) Give an illustration of your own to show that striking out a word from a primary amendment to strike out words leaves in the resolution the words struck out by the secondary amendment.

(9) In the case of the motion to substitute one paragraph for another, what is the effect of striking out words in the original paragraph if the motion to substitute is lost?

(10) In the last illustration in the text, assume that both the primary and the secondary amendments are lost. Give in full the chair's part in stating the question on the secondary amendment, the primary amendment, and the resolution.

CHAPTER VI.

SECOND DRILL, ILLUSTRATING CHAPTERS IV AND V.

Amendments.

[This is supposed to be another meeting of the Parliamentary Law Class after it has mastered the first drill. Unless the contrary is stated, it is assumed that the chairman stands while putting the question, sits during debate, and at other times stands or sits as he thinks best, and that members always obtain the floor before making a motion or taking part in debate.]

MR. A. The meeting will please come to order. I move that Mr. X act as chairman of the meeting.[1] [*As soon as the motion is seconded he continues:*] It is moved and seconded that Mr. X act as chairman of this meeting. Those in favor of the motion say Aye. Those opposed say No. The ayes have it and Mr. X is elected chairman and he will please take the chair.

CHAIRMAN. Nominations for secretary are in order.

MR. B. I nominate Mr. Y. [*Seconded.*]

CHAIRMAN. Mr. Y is nominated. Are there any

[1] It will be noticed that the form is different from that used in the first drill in the election of the chairman. Either is correct and common. Forms are varied in these drills to illustrate those in common use.

further nominations? [*There being none he proceeds:*] As many as are in favor of Mr. Y for secretary say Aye. Those opposed say No. The ayes have it and Mr. Y is elected secretary. The meeting is now open for business.

MR. C. At our last meeting a resolution was adopted which prohibits the making in these meetings of any subsidiary motions except to postpone indefinitely. In order to allow amendments to be offered I move to amend that resolution by inserting the words "and to amend" after the word "indefinitely." [*Seconded.*]

CHAIRMAN. The resolution referred to as adopted at the last meeting is "*Resolved,* That no subsidiary motions except to postpone indefinitely be allowed in these meetings." It is moved and seconded to amend the resolution by inserting the words "and to amend" after the word "indefinitely." As this motion, if adopted, amends a resolution which the assembly has previously adopted, and no notice of the proposed amendment was given at the previous meeting, it requires a two-thirds vote for its adoption.

MR. D [*rising and not waiting to be recognized, says*]: Mr. Chairman, that motion is certainly out of order. It is an amendment and therefore a subsidiary motion, and subsidiary motions, except to postpone indefinitely, are prohibited by our rule.[2]

[2] This is called making, or raising a point of order. It may interrupt the proceedings, and requires no second. It is explained on page 93.

CHAIRMAN. The gentleman is in error as to the motion being a subsidiary one. It is a main motion introducing the subject to the assembly since the resolution is not pending. Are you ready for the question? [*No response.*] As many as are in favor of the amendment say Aye. Those opposed say No. There being two-thirds in favor of the amendment, it is adopted, and no subsidiary motions are in order except to postpone indefinitely and to amend.

MR. E. I move the adoption of the following resolution, *"Resolved,* That rural schoolhouses should be used as social centers." [*Seconded, and the resolution is handed to the chairman.*]

CHAIRMAN. It has been moved and seconded to adopt the following resolution [*reads the resolution*].

MR. F. I move to add the words, "in so far as such use does not interfere with the uses for which they were designed." [*Seconded.*]

CHAIRMAN. It is moved and seconded to add to the resolution the words [*repeats the words*]. Are you ready for the question? [*No response.*] As many as are in favor of the amendment say Aye. Those opposed say No. The ayes have it and the amendment is adopted. The question now is on the resolution as amended, which is, *"Resolved,* That rural schoolhouses should be used as social centers in so far as such use does not interfere with the uses for which they were designed." [3]

[3] If a member rises to claim the floor when the question is stated, the chairman should not ask, "Are you ready for the question?"

MR. G. I move to amend by inserting "and churches" after houses. [*Seconded.*]

CHAIRMAN. It is moved and seconded to amend the resolution by inserting the words "and churches" after the word "houses." Are you ready for the question? [*No one rising, the chair continues:*] As many as are in favor of the amendment say Aye. Those opposed say No. The ayes have it and the amendment is adopted. The question now is on the resolution as amended, which is *"Resolved,* That rural schoolhouses and churches should be used as social centers in so far as such use does not interfere with the uses for which they were designed."

MR. H. I move to strike out the word "rural."

CHAIRMAN [*the motion not being immediately seconded, asks*]: Is the motion seconded?

MEMBER. I second the motion.

[*Question is stated, vote taken, amendment adopted, and the chair announces the pending question on the resolution as amended which he repeats and then asks if the assembly is ready for the question. There being no response the chair continues:*]

CHAIRMAN. The question is on the resolution, *"Resolved,* That schoolhouses and churches should be used as social centers in so far as such use does not interfere with the uses for which they were designed." As many as are in favor of the resolution say Aye. Those opposed say No. The ayes have it and the resolution is adopted.

MR. I. I move to adopt the following resolution, *"Resolved,* That calisthenics ought to be cultivated more in our primary schools." [*Seconded and stated.*]

MR. J. I move to amend the resolution by striking out "calisthenics" and inserting "athletics." [*Seconded, stated, put, and adopted.*]

CHAIRMAN. The ayes have it, and the amendment is adopted. The question is now on the resolution, *"Resolved,* That athletics ought to be cultivated more in our primary schools." Are you ready for the question?

MR. K. I move to substitute for the pending resolution the following: *"Resolved,* That physical training should receive more attention in our schools." [*Seconded.*]

CHAIRMAN. It is moved and seconded to substitute for the pending resolution the following: *"Resolved,"* etc. Are you ready for the question? [*No one claiming the floor he continues:*] As many as are in favor of substituting the resolution just read for the pending resolution say Aye. Those opposed say No. The ayes have it and the resolution just read is substituted for the pending one. The question is now on the resolution as amended, which is, *"Resolved,* That physical training should receive more attention in our schools." Are you ready for the question? [*No one rising, he continues:*] As many as are in favor of the resolution say Aye. Those opposed say No. The ayes have it and the resolution is adopted.

MR. L. I move the adoption of the following reso-

lution: *"Resolved,* That it is bad to look on cooking as if it were a lower grade of work than tending a machine in a factory." [*Seconded and stated.*]

MR. M. I move to amend by adding the words, "or clerking." [*Seconded and stated.*] [4]

MR. N. I move to amend the amendment by adding the words "in a store." [*Seconded, and stated as follows:*]

CHAIRMAN. It is moved and seconded to amend the amendment by adding the words "in a store." If this is adopted the primary amendment will be to add to the resolution the words, "or clerking in a store." Are you ready for the question on adding the words "in a store" to the primary amendment? [*There being no response he proceeds:*] As many as are in favor of the amendment say Aye. Those opposed say No. The ayes have it and the amendment to the amendment is adopted. The question is now on the amendment to add to the resolution the words, "or clerking in a store." Are you ready, etc.? [*Question put, and amendment adopted.*]

MR. O. I move to amend the resolution by striking out "bad" and inserting "wrong." [*Seconded and stated.*]

MR. P. I move to amend the amendment by striking out "wrong" and inserting "a mistake." [*Seconded.*]

CHAIRMAN. It is moved and seconded to amend the amendment by striking out "wrong" and inserting "a mistake." Are you ready for the question?

[4] See diagram, page 192.

[*After debate the chair again inquires if the assembly is ready for the question, and no one claiming the floor, he puts the question on the amendment to the amendment.*]

CHAIRMAN. The question is on striking out the word "wrong" in the pending amendment to the resolution and inserting "a mistake." As many as are in favor of the motion say Aye. Those opposed say No. The ayes have it and the amendment to the amendment is adopted. The question is now on the amendment to strike out "bad" and insert "a mistake." Are you ready for the question? [*Question put, amendment adopted, and question stated as now on the resolution as amended.*]

MR. Q. I move to substitute for the pending resolution the following: "*Resolved,* That in the interest of health the cook should rank with chemists." [*Seconded.*]

CHAIRMAN. The pending resolution is, "*Resolved,* That it is a mistake to look on cooking as if it were a lower grade of work than tending a machine in a factory or clerking in a store." It is moved and seconded to substitute for this the resolution, "*Resolved,* That in the interest of health the cook should rank with chemists." Are there any further amendments proposed to the original resolution?[5]

[5] Though the resolution has been amended its friends have the right to propose further amendments before the vote is taken on substituting the new resolution for it. If there is any probability of either of the resolutions being amended the chair should call for amendments, first on the resolution to be struck out and then on the resolution to be inserted in its place.

MR. R. I move to strike out the words "if it were." [*Seconded, stated, put, and the amendment adopted.*]

CHAIRMAN. Are there any further amendments to the original resolution? [*No response.*] The proposed substitute is now open to amendment.

MR. S. I move to amend the substitute by inserting "industrial" before "chemists." [*Seconded, stated, put, and the amendment adopted.*]

CHAIRMAN. Are there any further amendments to the substitute proposed? [*No response.*] The original resolution is as follows, "*Resolved,* That it is a mistake to look on cooking as a lower grade of work than tending a machine in a factory or clerking in a store." It is proposed to substitute for this the following resolution: "*Resolved,* That in the interest of health the cook should rank with industrial chemists." As many as are in favor of the motion to substitute say Aye. Those opposed say No. The ayes have it and the motion to substitute is adopted. The question is now [6] on the resolution as amended which is, "*Resolved,* That in the interest of health the cook should rank with industrial chemists." As many as are in favor of the resolution say Aye. Those opposed say No. The ayes have it and the resolution is adopted. Is there any further business?

MR. T. I move to adjourn. [*Seconded.*]

[6] The previous vote only substituted the new resolution for the old one. It is now necessary for the assembly to decide whether it will adopt the new pending resolution.

CHAIRMAN. It is moved and seconded to adjourn. As many as are in favor of the motion [or of adjourning] say Aye. Those opposed say No. The ayes have it, the motion is adopted, and we stand adjourned.

CHAPTER VII.

COMMIT AND COMMITTEES.

[The Third Drill, Chapter VIII, should be read in connection with this chapter.]

If a subject requires more investigation or discussion than can be given in the assembly itself, instead of amending it in the assembly, the proper course is to move "to refer the resolution [or the motion] to a committee." The motion may be made in this simple form; or it may state the number or name the members of the committee and state how they are to be appointed, and it may also include instructions to the committee. The motion is also called "to commit." As may be seen by reference to Chart I, it cannot be made if anything is pending except a main motion and its amendments and the motion to postpone indefinitely. If the motion to commit is adopted the main motion and pending amendments go to the committee, and the motion to postpone indefinitely, if pending, is ignored. The motion to commit may be amended, and it is debatable, but the debate must not go into the merits of the main question any further

than is necessary to make clear the reasons for or against referring the question to a committee. The reason for this is that the question will be open for debate when it comes back from the committee and it can then be discussed more intelligently.

The usual form of the motion to commit is, "I move to refer the question to a committee of [specifying the number] to be appointed by the chair." If the motion does not specify how the committee is to be appointed, when it is adopted the chair asks, "How shall the committee be appointed?" Any members, without rising, simply say, (1) "By nominations from the floor," or "By open nominations" as it is called; (2) "Nominations by the chair"; or (3) "Appointed by the chair."[1] If only one of these methods is mentioned, the chair assumes that to be the will of the assembly just as if a vote had been taken. Otherwise the chair puts the questions to vote without any motion in the order (1), (2), (3) without reference to the order in which they were made. If 1 is adopted the chair at once calls for nominations from the floor. If objection is made no member can nominate more than one member of the committee, until every member has had an opportunity to make a nomination. Except in very large bodies nominations are made by calling out the name without rising. The chair repeats each name as he hears it, thus, "Mr.

[1] As nominations are made only for the purpose of an election by the assembly, such an election is always understood when the method of nomination is stated.

Brown," or, "Mr. Brown is nominated." If no more are nominated than the motion to commit provides for, the chair assumes these to be the choice of the assembly and announces the committee thus: "The question is referred to the committee consisting of ——, ——, and ——" [mentioning the names]. If, however, there are more nominations than there are places to be filled, the chair puts the questions separately on the nominations in the order in which they were made until the required number is elected.

If 2 is adopted the chair announces the names of his choice for the committee and then puts the question on their election thus, "As many as are in favor of ——, ——, and —— [repeating the names] for the committee say Aye," etc. When they are elected the chairman should state, as previously mentioned, that "the question is referred to the committee just named." If members object to certain nominations by the chair, they may move to amend by striking out the objectionable name or names. If such an amendment is adopted the chair replaces the name by another and again states the question on his nominations. The assembly cannot strike out one name and insert another because it has voted that the nominations shall be made by the chair.

If 3 is adopted the chair simply announces the committee, stating that the resolution is referred to it as mentioned above. If the chair is not prepared to

announce the names of the committee, he should make that statement and do it before the adjournment.

As previously stated the motion to commit may include all the details as in this example: "I move to refer the resolution [or question] to a committee consisting of A, B, and C with instructions to report at the next meeting."

Whoever appoints the committee may at the same time name the chairman. When the committee is nominated or appointed by the chair it is understood that the first one named is appointed chairman. When nominations are made from the floor, or when the committee is elected by ballot, since no one is named as chairman, the member first named acts as chairman unless the committee elects another chairman which action it has the power to take. As soon as the committee is appointed, the secretary turns over to its chairman all the papers referred to the committee. These papers must be carefully preserved and eventually returned without defacement to the secretary. Any amendments proposed by the committee must be written on a separate sheet of paper even though the report is made orally. The chairman calls the members together as soon as practicable and submits the papers referred to the committee. After requesting a hearing, members have a right to appear before the committee and to present their views on the question at such times as the committee may have designated. If the chairman neglects to call the com-

mittee together it is the duty of the committee to meet on the call of any two of its members.

When the committee meets, the proceedings are usually quite informal. The committee cannot limit debate. Members do not rise and address the chair to make motions or to debate, nor does the chair need to stand while putting questions. Motions are not seconded and members may speak as many times as they please but no longer at any time than is allowed in the assembly. The chairman, instead of abstaining from debate and from expressing his opinions as in the assembly, usually takes the most active part in the debate and puts questions to vote on his own initiative after an informal discussion. A quorum, that is the number that must be present in order to transact business, is a majority of the committee. A committee has no right to discipline any of its members: if any member obstructs business, its only recourse is to report the facts to the assembly for its action. If a committee finds that its investigations will involve expense that has not been authorized, it must obtain from the assembly such authority before incurring the expense.

In minor matters, or when a committee has to act promptly and a meeting cannot be held, the members of the committee may be consulted and take action by telephone, provided every member is consulted and no objection is made to waiving a formal meeting.

Committees may be appointed

(*a*) to consider and report on a resolution; or

(*b*) to consider a subject and report recommendations for the society's action; or

(*c*) to attend to some other business for the assembly.

(*a*) When a resolution is referred to a committee, the committee may agree to recommend its adoption or rejection in its present shape, or it may recommend the adoption of the resolution after it has been amended in a specified manner. If the resolution when committed had amendments pending, the committee should recommend what action should be taken on these amendments as well as on the resolution.

(*b*) In this case the committee considers the subject informally and then usually appoints one member to draft a report, which, after giving the necessary information, should close with resolutions for the assembly to adopt. These resolutions should be complete so as to cover all action which the assembly should take in order to carry out the recommendations of the committee. This draft is open to discussion and amendment by the committee before its adoption by them.

(*c*) Committees may be appointed to investigate matters and report the facts without any recommendations, or to perform a certain duty. In the latter case the committee is usually required to make a report to the society of what it has done.

The committee's report must be adopted by a ma-

jority vote at a meeting of which every member has been notified, or at an adjourned meeting thereof, except where it is impracticable to obtain the presence of a quorum at a meeting, in which case the report must be agreed to by every member of the committee. In all cases effort should be made to obtain a unanimous report. The minority, however, may prepare a report expressing its views. By permission of the assembly this may be read immediately after the reading of the committee's report.

Informal Consideration.

When it is desired to consider a question in an assembly with the freedom of a committee, a motion should be made to consider the question informally. This motion has the same rank as to commit, and if it is adopted members may speak on the main question and its amendments as often as they can obtain the floor. In recognizing members as having the floor the chair must give the preference to members who have not spoken. He should also give the preference, where practicable, to a member opposed to the last speaker. All the rules of the assembly are in force except the one limiting the number of times a member may speak on a question, and this rule is in force except in case of the main question and the amendments proposed to it. Since members are allowed to speak as often as they can obtain the floor, the length of each speech

should usually be limited to five or three minutes, or even less, as shown on page 73.

Practice Work.

(1) What is the purpose of the motion to commit? What is its other name?

(2) By reference to Chart I, what motions does Commit outrank?

(3) Give the form for a motion to refer a question to a committee of five to be appointed by the chair.

(4) Name two other ways of securing members of a committee.

(5) If all three ways are suggested, name the order in which the questions on them should be put.

(6) When the chair appoints or nominates the committee, who is chairman of the committee? When the committee is elected as a result of nominations from the floor, how may the chairman be selected?

(7) State differences in the conduct of committee meetings and meetings of the assembly.

(8) How many members of a committee must agree in any final action? Why is an odd number more frequently suggested for a committee?

(9) For what three general purposes may a committee be appointed?

(10) Tell how to conduct business by Informal Consideration.

CHAPTER VIII.

THIRD DRILL, ILLUSTRATING CHAPTER VII.

Commit or Refer.

[This is another meeting of the Parliamentary Law Class. It is assumed that the previous drills are mastered, and therefore nothing is said about the position of the chairman, whether sitting or standing, or about obtaining the floor, unless there is something peculiar calling for attention. The instructor appoints a chairman and a secretary. The secretary keeps a memorandum of the motions made and their disposition without attempting to put his record in the form of minutes. He should be able, however, to furnish the exact words of every main motion and amendment.]

CHAIRMAN. The meeting will come to order. [*As soon as all are seated and quiet, he says:*] Business is now in order.

MR. A. I move "that a committee be appointed to investigate the ventilating system of the High School." [*Seconded.*]

CHAIRMAN. It is moved and seconded——

MR. B [*rising and interrupting*]. Mr. Chairman. [*As soon as he catches the chairman's eye, he continues:*] I rise to a point of order.

CHAIRMAN. The gentleman will state his point.

MR. B. Our standing rule prohibits the making of the motion to commit.

CHAIRMAN. Our rule prohibits the making of the subsidiary motion to commit, but not the main motion to appoint a committee on a question which is not pending. The principle is the same as in the case of amending a resolution which was previously adopted and is not now pending, which was explained in the previous drill. The gentleman will please be seated. [*The chair states the question.*]

MR. C. I move to amend by inserting the words "by nominations from the floor" after the word "appointed." [*Seconded.*]

CHAIRMAN [*states the question*].

MR. D. I move to amend the amendment by striking out the words "nominations from the floor" and inserting the words "the chair." [*Seconded.*]

CHAIRMAN. It is moved and seconded to amend the amendment by striking out the words "nominations from the floor" and inserting the words "the chair." The effect of this amendment, if adopted, is to have the committee appointed by the chair instead of having it elected by the assembly after it has been nominated from the floor.[1] Are you ready for the question?

[*After debate, the question is put on the immediately*

[1] It is the duty of the chairman to so state the question that all may clearly understand what question is before them for consideration and action. He is to assume that some members have not heard motions or remarks made by members.

pending question, the secondary amendment, which is adopted, and the business proceeds thus:]

CHAIRMAN. The ayes have it and the amendment is adopted. The question recurs on the primary amendment as amended, which is, to insert the words "by the chair" after the word "appointed." Are you ready for the question? [*There being no response the question is put and the amendment is adopted, after which the chairman continues:*] The question is now on the original motion as amended, which is, "that a committee be appointed by the chair to investigate the ventilating system of the High School."

MR. E. I move to amend by inserting the words "and report on" after the word "investigate." [*Seconded.*]

CHAIRMAN [*states and puts the question. The amendment is adopted, after which he puts the question on the original motion as amended and it is adopted, and he announces the result thus:*] The ayes have it and the motion is adopted. The chair appoints Mr. U, Mr. V, and Mr. W as the committee to which the motion is referred.

MR. F. I move to suspend the standing rule limiting the motions allowed in these meetings. [*Seconded.*]

MR. G. Mr. Chairman.

CHAIRMAN. For what does the gentleman rise?

MR. G. I wish to ask the gentleman to withdraw his motion, as its adoption would permit so many

motions with which we are unfamiliar. If the motion is withdrawn, I will move to amend the rule so as to allow the motion to commit.[2]

MR. F [*rising*]. I withdraw my motion.

CHAIRMAN. The motion is withdrawn. Mr. G.[3]

MR. G. I move to amend the standing rule limiting the motions allowed in our meetings by inserting "and to commit" after "amend." [*Seconded.*]

[*Question stated*[4] *and put, and the motion adopted by a two-thirds vote as in previous drill.*]

MR. H. I move the adoption of the following resolution: "*Resolved,* That we give $200 to the public library." [*Seconded and stated.*]

MR. I. I move to refer the resolution to a committee of three. [*Seconded.*]

[*Question stated and put, and motion adopted.*]

CHAIRMAN. How shall the committee be appointed?

MEMBER [*calls out from his seat*]: Nominations from the floor.

CHAIRMAN [*there being no other method proposed, assumes this to be the will of the assembly and scys*]: Nominations are in order.

[2] Such interruption before the question is stated is allowed because after the question is stated the mover cannot withdraw his motion without the consent of the assembly. So a few words of explanation are allowed to show why the request is made. See Withdraw a Motion, page 101.

[3] When a member's request is granted for the purpose of enabling him to make a certain motion the chair should assign him the floor without waiting for him to claim it. Having been assigned the floor, the member should immediately rise and make his motion.

[4] See page 37 for method of stating this question.

[*Members from their seats name three persons, one each, and the chair announces them as the committee.*]

MR. J. I move the adoption of the following resolution, "*Resolved,* That a rest room be maintained for the convenience of the women and children of the surrounding country." [*Seconded, handed to the chair and stated.*]

MR. K. I move to amend the resolution by adding the words "provided the annual cost is not more than $500." [*Seconded and stated.*]

MR. L. I move to refer the resolution to a committee of five to be appointed by the chair. [*Seconded.*]

[*Question stated and put, the motion adopted, and committee appointed.*]

MR. M. I move the adoption of the following resolution, "*Resolved,* That it is the sense of this meeting that a new High School should be built immediately, the cost not to exceed $100,000." [*Seconded, handed to the chair, and stated.*]

MR. N. I move that the resolution be referred to a committee of seven to be nominated by the chair. [*Seconded.*]

[*Question stated and put, motion adopted, and committee nominated by the chair.*]

CHAIRMAN. As many as are in favor of these gentlemen's constituting the committee say Aye. Those opposed say No. The ayes have it and these gentlemen are appointed the committee to which is referred the resolution.

MR. O. I move that we build a new clubhouse at a cost of $50,000. [*Seconded and stated.*]

MR. P. I move to amend the motion by striking out "of" and inserting "not to exceed."

MR. O [*without rising*]. I accept the amendment.

CHAIRMAN. Is there any objection? The chair hears none—the motion is amended, and the question is on the adoption of the motion, "That we build a clubhouse at a cost not to exceed $50,000." [5]

MR. Q. I move that it be referred to a committee of three to be appointed by the chair. [*Seconded.*]

[*Question stated and put, motion adopted, and committee appointed by the chair.*]

MR. R. I move to adjourn. [*Seconded.*]

[*Question stated and put, motion adopted, and the chair declares the assembly adjourned.*]

[5] Time may often be saved by accepting an amendment as in this case. It cannot be accepted, however, if a single objection is made. If objection is made the chair should immediately state the question on the amendment.

CHAPTER IX.

REPORTS OF COMMITTEES.

[Fourth Drill, Chapter X, should be read in connection with this chapter.]

The preparation of its report by a committee has been explained in a previous chapter. If there is a special time provided in the order of business for hearing reports of committees, when that time arrives the president should call for these reports. Otherwise, as soon after the report is ready as he can obtain the floor while no question is pending, the chairman of the committee states that the committee is ready to report.

(*a*) In the case of a resolution referred to a committee, the report may be made by the chairman orally in a form similar to this: "The committee to which was referred the resolution on —— reports it back [or directs me to report it back] with the recommendation that it be adopted [or rejected, or ——, mentioning whatever the committee recommends]. If the committee recommends the adoption or the rejection of the resolution, no motion is made, but the presiding officer states the question on the questions re-

ferred to the committee. If the report is adverse, then the chairman modifies the statement thus: "The question is on adopting the resolution, the recommendation of the committee to the contrary notwithstanding." In case the committee recommends that the resolution be amended, its chairman moves the adoption of the amendment or amendments, and the presiding officer states the question on amending the resolution. If the resolution when referred to the committee had an amendment pending, the question is stated on this amendment first, and then on the committee's amendments, and then on the resolution.

(*b*) In case of a committee to consider a subject and report recommendations, the committee's report should be in writing and in a form similar to this: "The committee which was appointed to investigate —— and to make recommendations, submits the following report:" Then follows the report closing with, "In conclusion the committee recommends the adoption of the following resolution:

"'*Resolved,* That .....'

_____

_____

_____

Committee."

In very important matters the report should be signed by all the members who concur in it. In other cases it may be signed by the chairman alone, provided he is authorized by a vote of the committee to do

so. The report is not usually dated. When the chairman reports he should move the adoption of the resolutions. If he neglects this duty any member may make the motion; or the chair may state the question on the adoption without any motion, since the mere submission of the resolutions is practically a motion that they be adopted. Since the committee consists of more than one person, it is not necessary that the motion to adopt be seconded. When the chair has stated the question on adopting the resolutions they are open to debate and amendment exactly as if they had been offered by a member. In case the committee makes recommendations and neglects to submit resolutions to carry them out, the recommendations should all be repeated at the close of the report and the committee's chairman should move their adoption. If this motion is adopted the recommendations become the recommendations of the assembly the same as if it had originated them. It is seldom that a report should contain recommendations without resolutions to carry them out.

(*c*) In case the committee reports merely facts or opinions without recommendations, no motion is made nor is a vote taken for the adoption of the report, but as soon as the report is read the presiding officer announces the next business in order.

When the report is made, it is handed to the chairman if in writing and the committee is automatically discharged. While a resolution or any subject is in

the hands of a committee it cannot be considered in the assembly, nor can any motion be adopted relating to the subject so referred excepting a motion to instruct the committee or to discharge it. [See page 79.] Before the committee has actually commenced its work, the vote on the motion to commit may be reconsidered, the same as any other vote.

Standing Committees. Committees appointed to take certain action or to consider and report upon certain subjects are called *special* or *select* committees, and as stated above exist until their duty is performed or they are discharged. There are also committees of a permanent nature appointed to take charge of certain departments of work. These are called standing committees. When a standing committee reports on work referred to it, it is automatically discharged from the further consideration of that subject but the committee continues to exist, its personnel, however, being changed by new elections or appointments as prescribed in the by-laws.

Practice Work.

(1) When should a committee's report be made?

(2) Assume that a committee reports on a resolution referred to it: How does the committee's chairman introduce the report? What does the chairman of the assembly do if the report recommends the adoption of the resolution? What does he say if the report is adverse?

(3) The case as in No. 2: If the resolution had amend-

ments when referred, and the committee recommends further amendments, what is the procedure?

(4) Assume that a committee considers a subject and reports recommendations: Give a proper introduction, and a proper closing for the report. Who should sign it? Who should move the adoption of it?

(5) Suppose a case with no recommendations: What is the procedure?

(6) What is done with the written report after it is read? What prohibition is put upon the assembly while a matter is in the committee's hands?

(7) Why is a two-thirds vote required to discharge a committee? [See p. 79.]

(8) How does a standing committee differ from a special committee?

CHAPTER X.

FOURTH DRILL, ILLUSTRATING CHAPTER IX.

Reports of Committees.

[Another meeting of the Parliamentary Law Class. The meeting is organized as described in note at beginning of the previous drill.]

CHAIRMAN. Is the committee appointed to investigate the ventilating system of the High School ready to report?

MR. U [*chairman of the committee, reads the report*]: The committee appointed to investigate and report on the ventilating system of the High School submits the following report:

MR. A [*rising and interrupting*]. Mr. Chairman.

CHAIRMAN. For what does the gentleman rise?

MR. A. In this part of the hall we cannot hear the report.[1]

CHAIRMAN. Mr. U will please come to the platform. The chair thinks the report will be heard when read from the platform.

[1] Any member may interrupt the proceedings in this way when his rights as a member are being interfered with, as explained on page 88 under Raise a Question of Privilege.

MR. U [*coming to the platform reads the report*]: The committee appointed to investigate and report on the ventilating system of the High School submits the following report: The committee visited the school taking with them an expert in ventilating systems.[1] They found that the school is equipped with an out-of-date apparatus in bad condition, and consider the poor ventilation that results therefrom a menace to the health of the pupils. The committee, therefore, recommends the adoption of the following resolution: *"Resolved,* That a fan ventilating system be installed in the High School, the cost not to exceed $2,000."

L——— U———
B——— V———
J——— W———
Committee.

By direction of the committee I move the adoption of the resolution. [*Hands the report to the chairman.*]

CHAIRMAN. The question is on the adoption of the resolution reported by the committee, which is as follows, *"Resolved,"* etc. [*reads the resolution*]. Are you ready for the question?

[*Question debated and put, and the resolution adopted.*]

CHAIRMAN. Is the committee to which was referred the resolution relating to contributing to the public library prepared to report?

MR. T [*committee chairman, rising, says*]: Mr. Chairman, the committee to which was referred the resolution *"Resolved,*

[1] The committee may invite outsiders to assist it in its work provided the society incurs no obligation thereby.

That we give $200 to the public library" recommends that it be not adopted because of the present depleted condition of our treasury. [*Hands resolution to the chairman.*]

CHAIRMAN. You have heard the adverse report of the committee.[3] The question is on the adoption of the resolution, *"Resolved,* That we give $200 to the public library," the recommendation of the committee to the contrary notwithstanding. Are you ready for the question?

[*After debate the question is put and the resolution is lost.*]

CHAIRMAN. Is the committee to which was referred the resolution relating to a rest room ready to report?

MR. S [*chairman of committee, rising, says*]: The committee to which was referred the resolution, *"Resolved,* That a rest room be maintained for the convenience of the women and children of the surrounding country," with the pending amendment, "to add the words 'provided the annual cost is not more than $500,'" recommends that the amendment be adopted and that the resolution as thus amended be adopted [*Hands to the chairman the resolution and the amendment.*][4]

CHAIRMAN. You have heard the committee's favorable report. The resolution referred to the commit-

[3] As soon as a resolution is reported back it becomes the pending question. In this case the committee makes a recommendation but makes no motion. Therefore the chair states the question on the adoption of the resolution, the committee's recommendation to the contrary notwithstanding.

[4] In this case the committee chairman makes no motion because the committee simply recommends the adoption of the pending resolution and amendment.

tee is, *"Resolved,"* etc. [*reads the resolution*]. There is pending an amendment, "to add the words 'provided the annual cost is not more than $500.'" The question is on the amendment. Are you ready, etc.?

[*Question debated and amendment adopted; question on amended resolution stated, debated, and put, and resolution adopted.*]

CHAIRMAN. Is the committee to which was referred the resolution relating to building a new High School ready to report?

MR. R [*reporting member of the committee,*[5] *rising, says*]: The committee to which was referred the resolution, *"Resolved,* That it is the sense of this meeting that a new High School should be built immediately, the cost not to exceed $100,000," recommends that it be amended by striking out "100,000" and inserting "150,000," and that as thus amended the resolution be adopted. By direction of the committee I move the adoption of the amendment. [*Hands to the chairman the resolution, and also on a separate paper the proposed amendment, as follows:*]

Amendment to the Resolution relating to a new High School,
Proposed by the Committee.
Strike out "100,000" and insert "150,000."
A——— B———, Chairman.][6]

CHAIRMAN. You have heard the committee's report, and its motion to amend the resolution referred

[5] Usually the chairman of the committee makes the report. Sometimes, however, the chairman is not in favor of the report of the committee, or he may not be the best one to champion the report. In such a case the committee should appoint another member, called the reporting member, to make the report.

[6] The committee's amendments must be written on a separate sheet regardless of whether the report is written or oral. No marks or writing should be put by the committee on any paper referred to it.

to it by striking out "100,000" and inserting "150,000." The question is on the amendment. Are you ready, etc.?

[*Question put and amendment adopted; question stated and put on amended resolution and it is adopted.*]

CHAIRMAN. Is the committee to which was referred the resolution relating to a new clubhouse ready to report?

MR. Q [*committee chairman, rises and reads the report*]: The committee to which was referred the resolution *"Resolved,* That we build a new clubhouse at a cost not to exceed $50,000," after a careful consideration of the subject, recommends the adoption of the following substitute, *"Resolved,* That the Board of Trustees be, and is hereby, authorized to repair and enlarge our clubhouse at a cost not to exceed $10,000."

[Signed by all the committee.]

On behalf of the committee I move the adoption of the substitute. [*Hands to the chairman the written report and the original resolution.*]

CHAIRMAN. The resolution referred to the committee is, *"Resolved,"* etc. [*repeating the resolution*]. The committee reports a substitute for it as follows, *"Resolved,"* etc. [*repeating the substitute*]. The question is on substituting the committee's resolution for the original resolution. Are there any amendments proposed to the original resolution? [*No response.*] There being none, the committee's substitute is open

to amendment. [*After it has been amended and the debate has ceased, the chair, as in Second Drill, page 40, puts the question on the motion to substitute, which is adopted. He then announces the result and proceeds:*] The question is now on the resolution as amended which is, "*Resolved,* That the Board of Trustees be, and is hereby, authorized to repair and enlarge our clubhouse at a cost not to exceed $10,000." As many as are in favor of the resolution say Aye. Those opposed say No. The ayes have it and the resolution is adopted. Is there any further business to come before the meeting? [*No one claiming the floor he continues:*] There being none the meeting stands adjourned.[7]

[7] When there is no further business to come before the meeting, if a motion to adjourn is not made immediately and no one claims the floor, the chair should declare the assembly adjourned.

CHAPTER XI.

MOTIONS TO DEFER ACTION; MOTIONS AFFECTING THE LIMITS OF DEBATE.

Motions to Defer Action:
- Postpone to a Certain Time.
- Lay on the Table.

Motions affecting the Limits of Debate:
- Limit or Extend Limits of Debate.
- Previous Question.

Motions to Defer Action.

Postpone to a Certain Time or Postpone Definitely. If it is desired to defer action upon a question to a particular time, or until after a certain event, the proper motion to make is to "postpone the question" to that time or until after that event. Debate of this motion must be limited to the propriety of the postponement. It can be amended by altering the time, and debate on this amendment must be confined to the suitability of the proposed time. The time specified must not be beyond that session of the assembly unless it is the next session, in which case the postponed question comes up then with the unfinished business. If it is desired to postpone the question to some time between the present and the next regular

session, the assembly must first vote that when it adjourns it adjourns to meet at the desired time, and then a motion is in order to postpone the question to that adjourned meeting. When the unqualified expression "postpone" is used, it always refers to this motion, never to the motion to "postpone indefinitely."

When the time arrives to which the question was postponed, or as soon thereafter as unfinished business is in order and no question is pending, the chairman announces the postponed question in a form similar to this: "The resolution, *'Resolved,'* etc. [reading it] was postponed at the last meeting to this hour. The question is on adopting the resolution," etc.

If it is desired to consider a question before the time to which it has been postponed, it can be done by adopting by a two-thirds vote a motion "to suspend the rules and take up the resolution, *'Resolved,'* " etc.

Lay on the Table. Instead of postponing a question to a particular time, it may be desired to lay it aside temporarily until some other question is disposed of, and to retain the privilege of resuming its consideration by a majority vote at any time when no other question is pending. This may be done by adopting the motion to "lay the question on the table." This motion cannot be qualified in any way, amended, or debated. It is the highest in rank of all the subsidiary motions. Since a question laid on the table can be taken up at any time by a majority vote at the same

session, or at the next session in an assembly with regular meetings as often as quarterly, it is not safe to leave a question on the table for any length of time. At any meeting the temporary majority may "take the question from the table" and adopt or reject it in opposition to the wishes of a majority of the society. In an ordinary society having regular meetings as often as quarterly the question has ceased to exist if it is not taken from the table before the end of the next session. This motion should not be used to kill a measure because its privilege of being adopted by a majority without debate is given it on the ground that it does not kill the measure, but that the matter laid on the table comes up later for debate before final action is taken upon it.

Whenever it is desired to renew the consideration of the question that has been laid on the table, the motion is made to "take from the table the resolution [or question] relating to —— [mentioning the subject]," as explained more fully, page 78.

Motions Affecting the Limits of Debate.

While, as a general rule, free debate on the pending question is allowed, to prevent a minority from making an improper use of this privilege, it is necessary to allow the assembly by a two-thirds vote to limit the debate or to close it immediately. The motions to accomplish these objects may be applied to any debat-

able motion, whatever its rank. They cannot be debated. An order limiting or closing debate is *exhausted,* or dead, and is no longer in force, at the close of the session at which it was adopted. [See Previous Question, page 74.] If no questions are specified in the order it applies to the immediately pending question and secondary motions subsequently made. These motions to limit or close debate may be applied to an entire series of pending questions or to any part of the series that is continuous beginning with the first question. The assembly may by a two-thirds vote also extend the limits of debate either for a speech of a single member, or for all members during the entire debate on a specified question, or make any other desired extension of the limits of debate.

Limit or Extend the Limits of Debate. Under what may now be called common parliamentary law, each member is limited to two speeches of ten minutes each during the same day on the same question. Whenever a question is pending upon which many members wish to speak and the time is limited, the assembly should adopt an order reducing these limits to fit their needs. A motion should be made in one of the following forms: "I move that members be allowed only one speech each of two minutes' length on the pending amendment"; "I move that until the pending questions are disposed of debate be limited to two minute speeches"; "I move that debate upon the pending questions and any interrupting secondary

motions be limited to one speech of three minutes' length from each member on any question, and that all questions pending at 4 o'clock shall then be put to the assembly"; or "I move that Mr. A's time be extended 5 minutes." When an order is adopted limiting debate, it applies equally to any new amendment or other interrupting motion as long as the order is in force. Therefore it is unnecessary to specify the motions upon which debate is to be limited if nothing is pending except a main motion. An order extending the limits of the debate applies only to the question or speech specified. These motions may be amended by altering the number or length of speeches or the hour when the debate shall close, or the length of the extension. They, like the previous question, are in force only during the session at which they were adopted. They are *exhausted* under the same conditions as the previous question.

Previous Question. The previous question is the name given to the motion to stop debate and further motions to amend, and to put the question immediately to the assembly. If it is desired to close debate on the immediately pending question only, then the form is simply, "I move the previous question." If it is desired to close debate on more than the immediately pending question, which may be a whole series, it is necessary to specify thus: "I move the previous question on the motion to postpone and its

amendments," or "I move [or demand] the previous question on all pending questions." The question is stated thus: "The previous question is moved [or demanded] on the resolution [or on all pending questions]. As many as are in favor of ordering the previous question [or, of now putting the question] on [repeat the motion] will rise," etc. As this motion requires a two-thirds vote for its adoption it is generally best to take a rising vote.

The previous question cannot be debated or amended. It is *exhausted* at the close of the session, or when all the questions upon which it was ordered have been voted on, or the effect of those that have been voted on has been to commit the main motion, or to postpone it definitely or indefinitely. If any of the questions are reconsidered, or come back to the assembly in any other way than by being taken from the table, they are divested of the previous question and are open to debate and amendment. Before the exhaustion of the previous question, all pending questions that have not been voted on may be laid on the table. If those questions are taken from the table during the same session they are still under the previous question and cannot be debated or amended or have any other subsidiary motion applied to them. If they are not taken from the table until the next session they are open to debate, amendment, etc. [See R. O. R., pages 112-116.]

Practice Work.

(1) Name in order of rank two motions to defer action.

(2) How do they differ as to being qualified, debated, amended?

(3) How is the motion made to consider a postponed question before the time named in the postponement? What vote is required? What vote can take a question from the table?

(4) What two motions outrank Postpone to a Certain Time, but are outranked by Lay on the Table?

(5) Why is it best to allow debate to be limited? By what vote is it limited? Why is it best at some times to allow the debate limits to be extended?

(6) When no limit is made by the assembly, what is commonly accepted as the rule governing the time one may debate?

(7) State the forms illustrated for limiting debate and explain the different conditions to which they may be applicable?

(8) What does Previous Question mean? To what does it apply when the form is simply "I move the previous question?" How may it be qualified?

(9) Give form for chairman in stating the previous question on all pending questions. Why is a viva voce vote not generally used in taking the vote on the previous question?

(10) Write the form to illustrate what a member says when he moves the previous question on the amendment only, and the statement by the chair which should follow.

CHAPTER XII.

MOTIONS TO BRING A QUESTION AGAIN BEFORE THE ASSEMBLY.

Take a Question from the Table.
Take up a Postponed Question before its Proper Time.
Discharge a Committee.
Reconsider.
Reconsider and Have Entered on the Minutes.
Rescind or Repeal.
Renewal of Motions.

It is a settled principle of parliamentary law that when an assembly has decided a question, it is not permissible during the same session to introduce again the same question or one so similar that the action in the two cases would naturally be the same; but the vote deciding the question may be reconsidered under conditions described hereafter, page 80, and the action thereon may be modified or even reversed. So, also, it is an established rule that no question can be introduced so similar to one already introduced in the assembly and only temporarily disposed of (by being laid on the table, or postponed, or committed) that the adoption of the new motion would interfere with the freedom of the assembly in dealing with the previous motion when it again comes before the assembly. An-

other principle of American parliamentary law is that an assembly has a right, by a two-thirds vote, to suspend any rule of parliamentary procedure that does not protect absentees or a minority smaller than one-third. These principles taken together give to members the greatest freedom to introduce and to discuss questions that is compatible with the best interests of the entire assembly.

Take a Question from the Table. In Chapter XI was described the method of laying questions on the table. When it is desired to resume the consideration of such a question, a motion is made in a form similar to this: "I move to take from the table the resolution relating to ——." This motion may be made at any time when no question is pending, and when business of this class or new or unfinished business is in order. It is undebatable and no subsidiary motion can be applied to it. If the motion is adopted the chair immediately states the question which is in exactly the same condition that it was when it was laid on the table, excepting that if not taken up until the next session, orders limiting or closing debate are ignored.

Take Up a Postponed Question Before Its Proper Time. A question postponed to a certain time cannot be taken up before that time except by suspending the rules for this purpose, which requires a two-thirds vote. This motion can be made only when nothing is pending. It is undebatable and cannot be amended or have any other subsidiary motion applied

to it. The motion may be made in this form: "I move to suspend the rules and take up the resolution on ——."

Discharge a Committee. If a question has been referred to a committee, the assembly cannot consider it so long as it is in the hands of the committee. If the committee has not yet taken up the subject, the vote referring it to the committee may be reconsidered and voted down, provided the time for making the motion to reconsider has not expired. If the vote cannot be reconsidered, the only way to get the question out of the hands of the committee is to order the committee to report at a certain time, or to discharge the committee. As this latter motion reverses action previously taken by the assembly, it requires a two-thirds vote, or a vote of a majority of the membership, for its adoption, unless the committee fails to report as ordered, or makes only a partial report, or previous notice of the motion to discharge the committee has been given, in which cases it may be adopted by a majority vote. It is debatable. The motion in case of a special committee is simply "to discharge the committee." In case of a standing committee the motion is, "to discharge the committee on —— from the further consideration of the resolution on ——." When a committee makes its final report on a subject, if a special committee, it is automatically discharged, and if a standing committee, it is discharged from the

further consideration of that subject, so no vote is taken to discharge the committee.

Reconsider. A question that has been adopted, rejected, or postponed indefinitely cannot be considered again during the same session except by a motion to reconsider the vote disposing of that question. The motion can be made only by one who voted with the prevailing side, and on the day or the day after the vote which it is proposed to reconsider was taken. Any member may second it. It can be made even after the floor has been assigned to another, provided it is made before the member has commenced speaking. If no question is pending when the reconsideration of a main question is moved, the chair states the question on the reconsideration immediately unless the mover requests otherwise, in which case his wishes are usually respected. If not acted upon at the time, it is customary to wait until the mover calls up the reconsideration, provided the delay is not unreasonable.

It cannot be considered until such a time as the motion to be reconsidered would be in order if that motion had not been previously made. If, while a main motion is pending, it is moved to reconsider the vote on a subsidiary motion, the chair states the question on the reconsideration as soon as the subsidiary would be in order if it had not been made previously. Thus, if while a main motion and the motion to postpone are pending, it is moved to reconsider the vote adopting an amendment, the chair announces the motion to

reconsider but does not state it until after the motion to postpone is rejected, at which time he states the question on reconsidering the amendment. If the motion to postpone is adopted then the motion to reconsider is stated as soon as the main motion is again taken up.

To reconsider is debatable when the motion to be reconsidered is debatable, and in such a case the latter is open to debate while the motion to reconsider is immediately pending. In fact, this is the proper time to discuss the question to be reconsidered so as to show the necessity for reconsidering the vote and reversing or modifying the action previously taken.

When a resolution has been finally disposed of, the form of the motion to reconsider is, "I move to reconsider the vote on the resolution ——." If it is desired to reconsider the vote on an amendment before the resolution has been finally disposed of, the form is, "I move to reconsider the vote on the amendment to strike out —— from the resolution." If it is desired to reconsider the vote on the amendment after the resolution has been finally disposed of, the form is, "I move to reconsider the votes on the resolution —— and its amendment ——."

Merely making the motion to reconsider has the effect of suspending all action required by the motion to be reconsidered. If not called up previously this effect ceases at the end of the next session in ordinary societies having regular meetings as often as

quarterly. In other organizations, such as conventions, if not called up previously its effect ends with the session. Thus, if an ordinary society has adopted a resolution directing a certain bill to be paid and the motion to reconsider is made, the order is suspended until the close of the next session unless the reconsideration is called up previously and acted upon. No motion can be reconsidered twice unless it has been materially amended since its first reconsideration. It requires only a majority vote to reconsider a motion even though that motion requires a two-thirds vote for its adoption. A list of the motions that cannot be reconsidered will be found on page 172. [For fuller explanation of this motion, see R. O. R., pages 156-168.]

Reconsider and Have Entered on the Minutes. This form of the motion to reconsider can be made even after the motion to reconsider has been made but only on the day the vote which it is proposed to reconsider was taken. It can be applied only to a vote adopting, or rejecting, or postponing indefinitely a main question. It is designed, and its effect is, simply to protect the assembly from the action of a temporary majority in an unrepresentative meeting which is opposed to the will of the real majority. Its name should not be construed to imply that the ordinary motion to reconsider is not entered on the minutes, but it is a condensed form of a motion to reconsider the vote and have the motion entered on the minutes to be called up at the next meeting.

Rescind or Repeal. Any action except those in the list page 173, may be rescinded by the body that took the action. This may be done by a majority vote provided notice of the motion has been given at the previous meeting or in the call for this meeting; or any action may be rescinded without notice by a two-thirds vote or by a vote of the majority of the entire membership. The unexecuted part of an order may be rescinded by a similar vote. To rescind is identical with the motion to amend by striking out something previously adopted, and in case of by-laws or other rules it requires previous notice the same as an amendment. It is a main motion and any member may make it when no business is pending. There is no limitation (as there is with Reconsider) as to the time when it may be made. It is subject to subsidiary motions the same as any other main motion. It is debatable and opens the main question to debate. Notice of this motion may be given when another question is pending in just the same way as with reconsider. To rescind is not in order if the question can be reached by calling up the motion to reconsider.

Renewal of Motions. No main motion or amendment can be introduced a second time during the same session unless it was withdrawn the first time. Nor can a main motion or amendment be introduced if a similar motion is in the possession or under the control of the assembly so that by other means the motion can be brought up again if the assembly so desires.

As a general rule no motion can be renewed at the same session unless there has been such a change in the conditions as to make the question a new one. Thus, to lay on the table after a material amendment has been voted on is a different question from to lay on the table before that vote was taken. The list of motions that cannot be renewed will be found on page 174.

Practice Work.

(1) Outline the three principles of parliamentary law discussed in paragraph 1.

(2) *Take a Question from the Table:* How soon after it is laid on the table, may it be taken from the table? How late after?[1] Give the form of the motion.

(3) *Take up a Postponed Question before its Proper Time:* How does the first rule mentioned under this head protect absentees?

(4) *Discharge a Committee:* Is any vote necessary to discharge a committee when it has made its report? When may a majority vote discharge a committee?

(5) *Reconsider:* Who is allowed to make the motion to reconsider? Who may second it? When may such a motion be made? What privilege as to interruption has it?

(6) Explain the forms used

(*a*) To reconsider a vote on a resolution;

(*b*) To reconsider a vote on an amendment before the resolution is finally disposed of;

(*c*) To reconsider a vote on an amendment after the resolution is finally disposed of.

(7) What is the effect of making the motion to reconsider? If it is not called up at the same or the next session, what is the effect? What vote is required to adopt the motion

[1] See page 72.

to reconsider? What vote is required on the reconsidered motion?

(8) What is the effect of the adoption of the motion to Reconsider and Have Entered on the Minutes?

(9) Who may make the motion to Rescind? State some other points in which it is unlike Reconsider?

(10) In a general way what motions or amendments cannot be renewed?

CHAPTER XIII.

PRIVILEGED MOTIONS.

Call for Orders of the Day.
Raise a Question of Privilege.
Take a Recess.
Adjourn.
Fix the Time to which to Adjourn.
[See Privileged Motions, pages 6, 166.]

Call for Orders of the Day. It is the duty of the presiding officer to see that the business is taken up in its proper order, and if at any time this duty is neglected a member may rise and say, "Mr. Chairman, I call for the orders of the day." This means "I demand that the order of business adopted by the assembly be complied with." This call requires no second, cannot be debated or amended; and may be made even while another has the floor, or after a motion has been made, provided it has not been stated by the chair. If a question is pending, it is not in order to call for the orders of the day unless the hour appointed by a special order or program for taking up another subject has arrived, and in that case the call is in order even though another has the floor and is speaking. A question postponed to a certain time

has no right to interrupt business pending at that time, but as soon as such business is disposed of it has the right to consideration before all main questions except special orders. These postponed questions are *General Orders.*

Special Orders. If it is desired to give a question the privilege of interrupting any business that may be pending at a certain time, it is necessary to make it a Special Order for that time. This is done by adopting by a two-thirds vote a motion "to postpone the pending question and make it the special order for 3 P.M. to-morrow"; or, if the resolution is not pending the form is, "that the following resolution '*Resolved,* That,' etc. [giving the resolution] be made the special order for 9 P.M. at the next meeting." When several subjects are to be made special orders for certain hours it is usual to adopt a Program or Order of Business with the hour specified for taking up each subject. The motion to make a special order is debatable and amendable, and it requires a two-thirds vote because it suspends all rules that interfere with its consideration at the specified time.

When the orders of the day are called for, the chairman should announce the business that properly comes before the assembly at that time. If, however, he thinks two-thirds of the assembly prefer to continue the consideration of the pending question, he may submit the matter to the assembly thus: "The orders of the day are called for. Will the assembly

proceed to the orders of the day? As many as are in favor of proceeding to the orders of the day, say Aye. Those opposed say No. The ayes have it and the pending question is on ——" [stating the question assigned to that hour]. It requires a two-thirds vote in the negative to defeat this motion, since this would reverse action previously taken by the assembly. If the question is decided in the negative the call for the orders of the day cannot be renewed until the subject then before the assembly has been disposed of. [See R. O. R., pages 68-77 for further information.]

Raise a Question of Privilege. Should there be any disturbing element such as conversation in the room, or an open door admitting noise or causing a draft, or anything whatever affecting any one's rights or privileges as a member of the assembly, he may rise to a "question of privilege." This can be done while another has the floor, and if sufficiently urgent may even interrupt his speech. The member on rising, without waiting for recognition, says, "Mr. Chairman, I rise to a question of privilege." The chair directs him to state his question of privilege and if the chair considers it such a question, the necessary steps are taken in the case. The interrupted business is then resumed. The chair may decide the question to be too unimportant to justify the interruption and may direct the speaker to continue his speech. From this decision an appeal may be made. Usually in simple cases such as annoyance from draft or noise,

a member upon rising, simply states the trouble thus: "Mr. Chairman, there is too much noise for us to hear the speaker." [For illustration see page 64.]

Take a Recess. When an assembly is in session all day, it is necessary to take recesses during the day. This motion can be made when any question is pending except the motion to "fix the time for an adjourned meeting" or to "adjourn." If a program has been adopted specifying the time for the recess (that is for adjourning that meeting and for reconvening) the chair at that time declares the assembly adjourned, or in recess, to the stated time. If he neglects it, the motion to adjourn may be made or the orders of the day may be called for.

If the recess is desired at a time which the assembly has not appointed for an adjournment, a motion may be made to take a recess until a certain time, which time may be changed by amendment. It is undebatable if made while another question is pending. If adopted, the chairman immediately declares the assembly in recess until the specified time. To take a recess at a future time is a main motion with no privilege. When a session lasts several days sometimes a recess is taken over an entire day.

Adjourn. When it is desired to close a meeting, the proper motion to make is to "adjourn." This motion may be made when any motion is pending except the motion to "fix the time to which to adjourn." It cannot be debated or have any subsidiary motion

applied to it, but as soon as it is made the chair states and puts the question thus: "It has been moved and seconded that we adjourn [or to adjourn]. As many as are in favor of the motion say Aye; those opposed say No. The ayes seem to have it." After a slight pause if no division is called for, the chair continues: "The ayes have it, and we stand adjourned." If the ayes are greatly in the majority, the words, "The ayes seem to have it" are omitted. Until the chairman has declared the assembly adjourned, the assembly is still in session and notice of certain motions may be made, the chairman may announce committees, and motions may be made to reconsider, or to reconsider and have entered on the minutes, or to fix the time to which to adjourn. In an assembly which has no provision for another meeting, the motion to adjourn is a main motion without any privilege. In organized societies, however, it is always a privileged motion unless it is qualified, as to adjourn to a certain time

Fix the Time to Which to Adjourn. This motion outranks all other motions and may be made even after the assembly has voted to adjourn provided it has not been declared adjourned. It is undebatable but can be amended by changing the time. When the assembly has no fixed place for meeting, this motion may include the place and that may be amended. This motion must not be confused with the motion to Fix the Time *at* which to Adjourn, this latter being a main motion with no privilege whatever. The object of

this motion, to Fix the Time *to* which to Adjourn, is to appoint the time for an adjourned meeting. Its form is, "I move that when we adjourn, we adjourn to meet at 8 P.M., Jan. 22."

Practice Work.

(1) Repeat from memory from Chart I the privileged motions in order of rank. Which can be amended? Why are they undebatable?

(2) *Call for the Orders of the Day:* What is the meaning of this motion or call? What privileges have special orders over general orders? What vote is required to make a special order? How are general orders usually made? What vote is required?

(3) *Raise a Question of Privilege:* Name a cause for making this motion, and state what formalities may be omitted.

(4) *Take a Recess:* Why should this be amendable?

(5) When is *Adjourn* a main motion? Under what circumstances would the chairman use the form, "The ayes seem to have it." What business may be done after the motion to adjourn has been voted on before the chair has announced the vote?

(6) *Fix the Time to which to Adjourn:* Tell in your own words the difference between this motion and one fixing the time at which to adjourn.

CHAPTER XIV.

INCIDENTAL MOTIONS.

Questions of Order.
Appeal.
Suspension of the Rules.
Objection to the Consideration of a Question.
Division of a Question.
Consideration by Paragraph or Seriatim.
Motions relating to Nominations.
Motions relating to Voting.
Division of the Assembly.
Requests, as Parliamentary Inquiry, etc.

Incidental Motions are such as arise out of the business of the assembly; or out of another question which is pending, and therefore take precedence of, and must be decided before, the question out of which they arise; or, out of a question that has just been pending and should be decided before any other business is taken up. They are undebatable, except an appeal under certain circumstances, as shown on page 93. Most of them are of such a nature that they cannot be amended. Amend is the only subsidiary motion that can be applied to any of them except to an appeal. They are in order whenever they are legitimately incidental at the time they are made. They have no relative rank among themselves. The

motions following include most of the incidental motions that may arise:

Questions of Order. It is the duty of the presiding officer to enforce the rules of the assembly without debate or delay. Any member who notices a breach of a rule may insist upon its enforcement by rising and saying, "Mr. Chairman, I rise to a point of order." If the breach of order occurs while one is speaking, the speaker immediately takes his seat and the chairman requests the objector to state his point of order, which he does and resumes his seat. The chair decides the point and then, if no appeal is taken and the speaker has not been guilty of any serious breach of decorum, the chair permits him to resume his speech. If his remarks are decided to be improper and any one objects to his continuing his speech, the chairman immediately puts the question, "Shall Mr. —— be permitted to continue speaking?" The question of order must be raised at the time of the breach of order, excepting in case of a violation of the by-laws or standing rules of the organization. Raising a point of order does not require a second.

Appeal. An appeal may be made from any decision of the chair (except when another appeal is pending) but it can be made only at the time the ruling is made. It is in order while another member has the floor. An answer to a parliamentary inquiry is not a decision and therefore cannot be appealed from. An appeal cannot be amended. It cannot be debated

when it relates simply to indecorum, or to the transgression of the rules of speaking, or to the priority of business; or if it is made while the immediately pending question is undebatable. In all other cases it is debatable. When debatable no member is allowed to speak more than once except the presiding officer who may at the close of the debate answer the arguments against his decision. Whether debatable or not, the chairman when stating the question on the appeal may, without leaving his chair, state the reasons for his decision. After the chair has clearly stated his decision from which the appeal is made, the question is put to the assembly in this form: "The question is, Shall the decision of the chair stand as the judgment of the assembly [or society, or club, etc.]? As many as are in the affirmative [or, of an affirmative opinion] say Aye. Those in the negative [or, those of a contrary opinion] say No." If the ayes are in the majority, he announces the vote thus, "The ayes have it, and the decision of the chair stands as the judgment of the assembly [or, is sustained]." If the vote is a tie it is announced thus, "There is a tie and the decision of the chair stands," etc. If the noes are only one more than the ayes, the chair may vote Aye, thus making the vote a tie, and announce the decision of the chair sustained, because it requires a majority vote including the chairman's, to reverse his decision.

Suspension of the Rules. The rules of the as-

sembly relating to the conduct of business may be suspended by a two-thirds vote, provided that no rule that protects absentees or a minority smaller than one-third is suspended. The form of the motion is, "I move to suspend the rules which interfere with," etc., stating the object of the suspension, as, "the consideration of a resolution on——," which resolution is offered immediately after the rules are suspended. If it is desired to take up a question out of its proper order, the motion is made in this form, "I move to suspend the rules and take up [or consider] the resolution——" [see page 130]. When the object is to introduce a motion and to adopt it without discussion the following form is used: "I move to suspend the rules and adopt the following resolution—— [or the resolution on——]." This motion cannot be debated or amended and requires a two-thirds vote for its adoption. The rules suspended are only those which interfere with the specified object.

Instead of a formal motion to suspend the rules, it is more usual to ask for general consent to do the particular business that is out of order. As soon as the request is made the chair inquires if there is any objection, and if no one objects, he directs the member to proceed just as if the rules had been suspended by a formal vote. Standing rules may be suspended by a majority vote.

Objection to the Consideration of a Question. Objection to any original main motion may be made

by any member before it has been debated or any subsidiary motion has been stated upon it. He rises and says, "Mr. Chairman, I object to the consideration of the question." The chairman immediately says, "The consideration of the question is objected to. Will the assembly consider it? As many as are in favor of the consideration," etc. It cannot be debated or amended. If decided in the negative by a two-thirds vote, the whole matter is dismissed for that session; otherwise the discussion continues as if the objection had never been made. If the objection is sustained the question may be introduced at any succeeding session. This objection to the consideration of a question must not be confused with objecting where unanimous consent is requested.

Division of a Question. If a motion includes several independent resolutions, it must be divided on the demand or request of a single member so that the resolutions may be acted upon separately. If a main motion or an amendment contains two or more parts each of which is capable of standing as a complete proposition if the others are removed, it can be divided into two or more propositions to be considered and voted on as distinct questions by the assembly's adopting a motion to divide the question in a specified manner. This motion can be made at any time when the question to be divided or the motion to postpone indefinitely is immediately pending, even after the previous question has been ordered. When

divided, the motion to adopt, or to postpone indefinitely, which is pending, applies to all the parts into which the question has been divided and therefore should not be repeated. This motion may be amended but not debated. Questions are usually divided, however, by general consent without the formality of motions and votes. [See R. O. R., page 89.]

Consideration by Paragraph or Seriatim.[1] In acting upon by-laws, or on resolutions that are closely related to each other, instead of dividing the question, the proper course is to vote "to consider them by paragraph [or seriatim]," and then, after the separate paragraphs are satisfactorily amended, take a single vote on adopting the by-laws or resolutions. [See R. O. R., page 93.] In the case of by-laws the consequences of adopting paragraphs separately are very serious since each paragraph goes into effect immediately and cannot be reconsidered. The term paragraph may be replaced by article, section, resolution, etc.

Motions Relating to Nominations. If the rules of the society do not prescribe methods of making nominations, they may be made by the chair, or from the floor, or by committee, or by ballot, as the assembly decides. If nominations are made by a committee additional nominations may be made from the floor when the committee reports. If made by the chair or by ballot, additional nominations cannot be made

[1] Pronounced sē-ri-ā tim.

from the floor. When made by the chair, however, it is in order to move to strike out the name of any nominee, and if adopted, the chair must replace it by another name. When nominations are made from the floor, no one can nominate more than one member of a committee or delegation if objection is made until every member has had an opportunity to make a nomination. Motions prescribing the method of nomination may be amended but not debated.

When nominations are from the floor and no more are being made, the chair asks, "Are there any more nominations?" If there is no response he continues, "Mr. A, Mr. B, and Mr. C are nominated. As many as are in favor of Mr. A," &c. If there are more votes for Mr. A than against him he says, "The ayes have it and Mr. A is elected." If the noes are in the majority he says, "The noes have it and Mr. A is not elected. As many as are in favor of Mr. B," &c. The motion to close nominations is not in order until every one has had a reasonable time to make a nomination. A two-thirds vote is required for its adoption, and in ordinary assemblies the motion should not be made since the chair is usually best able to judge as to the time when nominations should be closed. Nominations may be reopened by a majority vote. These motions closing and reopening the nominations may be amended, but not debated.

Motions Relating to Voting. While voting is usually done by ayes and noes, or in some small bodies

by show of hands, the assembly has a right to order the vote taken by any method it sees fit. The motion prescribing the method may be amended but it cannot be debated. The usual methods are described under Voting.

Division of the Assembly. When a vote has been taken viva voce [2] or by show of hands, any member can compel it to be taken again by a rising vote, by saying, "I call for a division," or by simply calling out "Division." The call must be made immediately after the vote is taken and before another question is stated by the chair. It does not require a second nor can any subsidiary motion be applied to it. As soon as a division is called for, the vote is again taken, this time by rising, the affirmative rising first. If it is not easy to decide which side has it, the chair counts the vote, or has the count made by the secretary or tellers. By a majority vote the assembly may order a count by tellers.

The calling for a division does not imply any doubt as to the correctness of the chair's announcement of the vote, but merely shows that the member making the call doubts that the vote is the correct expression of the opinion of the assembly which may be due to the neglect of members to vote. The chair may have the vote taken by rising whenever necessary to enable him to declare the result correctly. He saves time

[2] Pronounced vī'va vō'sē.

usually by taking a rising vote on questions requiring a two-thirds vote.

Requests Growing Out of the Business of the Assembly. During the meeting of a deliberative assembly there are occasions when members wish to obtain information, or to do or to have done things that necessitate their making a request. When any request is to be made the member rises and addresses the chair, and as soon as he secures the chairman's attention states why he rises. He should rise as soon as a member yields the floor and, though the floor is assigned to another, he still makes his request. He should never interrupt a member while speaking unless he is sure that the urgency of the case demands it. As a rule all such questions are settled by general consent, or informally, but if objection is made a vote is taken. An explanation may be requested or given, but there is no debate. As these requests arise, they should be treated so as to interrupt the proceedings as little as is consistent with the demands of justice. Among these requests are the following:

(*a*) *Parliamentary Inquiry.* When a member needs information as to what motion to make to accomplish a certain object, or as to the effect of a certain motion, etc., he rises and without obtaining the floor, says, "Mr. Chairman, I rise to a parliamentary inquiry." The chairman asks him to state his inquiry, and if he considers it proper, answers the question. If the inquiry is made when another has

the floor and there is no necessity for answering it immediately, the chair may defer his answer until the speaker has closed his remarks. It is not the duty of the chairman to answer questions of parliamentary law in general. If, however, a member asks for information that may be necessary to enable him to make a suitable motion, or to raise a point of order, or to vote intelligently, it is the duty of the chairman to answer the question.

(*b*) *Request for Information.* A request for information relating to the pending business is treated just as a parliamentary inquiry and has the same privileges. The inquirer rises and says, "Mr. Chairman, I rise for information"; or if the information is desired of the speaker instead of the chair, the inquirer upon rising, says, "Mr. Chairman, I should like to ask the gentleman a question." If the speaker consents to being interrupted, the inquirer asks his question through the chair. Though each speaker addresses the chair, the chair remains silent during the conversation. If the speaker consents to the interruption, the time consumed is taken out of his time.

(*c*) *Leave to Withdraw or Modify a Motion.* Until a motion is stated by the chair, the mover may withdraw or modify it without asking consent of any one. If he modifies it, the seconder may withdraw his second. After the question has been stated it is in the possession of the assembly, and he can neither withdraw nor modify it without the consent of the

assembly. This consent is usually given informally but if any one objects it is necessary for a motion to be adopted granting the desired permission. When an amendment is moved the mover of the original motion may say, "Mr. Chairman, I accept the amendment." If no objection is made, the chair announces the question as amended. If any one objects, the chair states the question on the amendment.

(*d*) *Reading Papers.* A member may read from any printed or written document as a part of his speech, but if objection is made, he cannot continue reading unless the assembly grants him permission. An objection should never be made unless a member is making an improper use of his privilege.

(*e*) *To Be Excused from a Duty.* After a member has accepted an office or membership on a committee, he cannot relieve himself from the responsibility of such service until the society has accepted his resignation, or has had a reasonable opportunity to accept it and to fill the vacancy. A member accepts an office if he does not decline it at the first opportunity.

Practice Work.

(1) What are Incidental Motions? Have they any relative rank? When are they in order?

(2) When should a Question of Order be raised?

(3) When must an Appeal be made? What privilege in speaking on an appeal has the chairman over members of the assembly? Why?

(4) Give the complete form for putting the question on an appeal after the chair has clearly stated his decision from which the appeal is made. How may the chairman's vote affect the result?

(5) *Suspension of the Rules:* What kind of rules can be suspended? What vote is required? Where in a preceding drill has the same result been achieved by general consent?

(6) *Objection to the Consideration of a Question:* Can this motion be adopted after debate on the question? Give the form for stating the question.

(7) *Division of a Question:* Does this require a second? What kind of questions may be divided?

Consideration by Paragraph or Seriatim: In acting upon by-laws why should not the separate paragraphs be adopted as soon as their amendment is completed?

(8) *Motions relating to Nominations:* Show how a person may be nominated for an office and never be voted on for that office.

(9) *Division of the Assembly:* What does the simple calling out the word "Division" demand after a vote has been taken viva voce? Suggest an occasion for this. Point out the difference between Division of a Question and Division of the Assembly.

(10) *Requests growing out of the Business of the Assembly:*

(*a*) *Parliamentary Inquiry:* Give the form.

(*b*) *Request for Information:* Give the form.

(*c*) *Leave to Withdraw or Modify a Motion:* At what point is it not in the power of the mover of the motion to withdraw or modify his motion?

(*d*) *Reading Papers:* Why should there be any check on reading papers?

(*e*) What constitutes acceptance of an office?

CHAPTER XV.

FIFTH DRILL, ILLUSTRATING CHAPTERS XI-XIV.

[This is one of the regular monthly meetings of a Community Betterment Society. In reading this drill the reader should refer to the preceding chapters for each motion as it is introduced in the drill.]

PRESIDENT [*gently striking the table*]. The meeting will come to order. [*As soon as all are seated and the room is quiet, he proceeds:*] The secretary will read the minutes.[1]

[*The secretary rises and without addressing the chair reads the minutes in a distinct voice so that all can hear him, and then resumes his seat.*]

PRES. Are there any corrections to the minutes? [*A moment's pause.*] There being none, the minutes stand approved. The meeting is now open for business.

MR. A. I move the adoption of the following resolution, "*Resolved,* That ill-nourished children in our public schools should be furnished with a hot luncheon." [*Seconded and stated.*]

[1] A form for the minutes will be found on page 117 which the secretary may use, filling in the blanks as he pleases.

MR. B. As this question will take up much time in discussion, I move to postpone it to the next regular meeting. [*Seconded and stated.*]

MR. C. It seems to me that a definite time should not be fixed for considering this question, and I move to lay it on the table. [*Seconded.*]

PRES. It is moved and seconded to lay the question on the table. As many as——[2]

MR. D [*rising and interrupting*]. Mr. President.

PRES. For what does the gentleman rise? The question is undebatable.

MR. D. I rise to a parliamentary inquiry.

PRES. The gentleman will state his inquiry.

MR. D. I am not sure as to the effect of laying the question on the table. I have always thought it killed the question, but the gentleman who made the motion evidently thinks differently. If he is correct I shall vote for the motion.

PRES. Laying the question on the table does not kill it, except by virtue of a special rule in some organizations. By a majority vote it may be taken from the table at any time when no question is pending during this or the next session, provided the assembly has not assigned some other business to that time. The question is on laying the resolution on the table. As many as are in favor of the motion [or, of laying the question on the table] say Aye. Those opposed

[2] Since this motion is undebatable the chair does not ask "Are you ready for the question?"

say No. The ayes have it and the question is laid on the table.

MR. E. I move "that this society organize a community singing school." [*Seconded and stated.*]

MR. F. I move that debate be limited to speeches of three minutes each.[3] [*Seconded and stated.*]

MR. G. I move to amend by striking out "speeches of three minutes each" and inserting "one speech of two minutes by any member." [*Seconded and stated.*]

MR. H. I move to amend the amendment by striking out "any" and inserting "each." [*Seconded, stated, put, and adopted. Amendment as amended put and adopted, and finally the motion to limit debate is put.*] [4]

PRES. The question is on the motion "that debate be limited to one speech of two minutes by each member." As many as are in favor of the motion say Aye. Those opposed say No. There being less than two-thirds in the affirmative——

MR. E [*interrupting from his seat*]. Division.

PRES. A division is called for. As many as are in favor of the motion to limit debate will rise. Be seated. Those opposed will rise. Be seated. The chair is in doubt. As many as are in favor of the motion limiting debate will rise and stand until counted.

[3] Since there is only one question pending there is no need of specifying upon what the limit of debate is ordered.

[4] While the motion to limit debate requires a two-thirds vote for its adoption, motions to amend it require only a majority vote for their adoption.

[*Counts.*] Be seated. Those opposed will rise. [*Counts.*] Be seated. There are 40 in the affirmative and 20 in the negative. There being two-thirds in the affirmative, the affirmative has it and the debate is limited to one speech of two minutes by each member. The question is on the motion "that this society organize a community singing school."

[*After debate the main question is put and lost.*]

MR. I. I move "that a reading room for juniors should be a part of our public library." [*Seconded and stated.*]

MR. J. I move to refer the question to a committee of five to be appointed by the chair. [*Seconded and stated.*]

MR. K. I move the previous question on all pending questions. [*Seconded and stated.*]

MR. L. There is an urgent matter I wish to bring before the assembly, so I move to lay the question on the table.

[*Seconded, stated, put, and motion is adopted. The chair immediately recognizes Mr. L to make his motion.*]

MR. L. Mr. President, there is with us a gentleman who has had much experience in various communities along lines in which our society is working, and I know that all of us would be glad to hear from him. I therefore move that Mr. Leslie be requested to address the meeting. [*Seconded, stated, put, and adopted by a rising vote, the negative not being put.*]

PRES. The motion is adopted. Will Mr. Leslie please step to the platform? [*Mr. Leslie comes forward.*] The chair has the pleasure of introducing Mr. Leslie. [*The president takes his seat. Mr. Leslie begins his address by turning towards the president, bowing, and saying, "Mr. President," and then bowing to the audience and saying, "Ladies and Gentlemen." When his address is finished the president rises and says a few words of appreciation and the business is resumed. Sometimes a vote of thanks is given, in which case a rising vote is taken, the negative never being put when the vote is simply an act of appreciation and the recipient is present.*]

MR. I. I move to take from the table the motion "that a reading room for juniors should be a part of our public library." [*Seconded, stated, put, and adopted.*]

PRES. The ayes have it and the question is taken from the table. The pending questions are as follows: first, a motion "that a reading room," etc. [*repeating the motion*]; second, a motion to refer this motion to a committee of five to be appointed by the chair; and third, a motion for the previous question on all pending questions.[5] As many as are in favor of ordering the previous question on all pending questions will

[5] The pending business should always be clearly stated to the assembly whenever the business has been interrupted. It will be noticed that all the questions that were pending when the main motion was laid on the table went to the table with it, and when taken from the table they are in the same condition as they were just previous to being laid on the table.

rise. Be seated. Those opposed will rise. Be seated. There being two-thirds in favor of the motion, the affirmative has it and the previous question is ordered on all pending questions. The question is now on the motion to refer the pending motion to a committee of five to be appointed by the chair. As many as——[6]

MR. M]*interrupting*]. Mr. President, it is nearly noon and it is evident that we cannot complete our business this morning. I therefore move "that we take a recess to 2 P. M." [*Seconded, stated, put, and adopted.*]

PRES. The ayes have it and we stand in recess until 2 P. M.

AFTERNOON MEETING.

[*At 2 P. M. the president takes the chair, raps on the desk or table, calls the meeting to order, and when the room is quiet, he proceeds as follows:*]

PRES. The questions pending when the recess was taken are first, a motion "that a reading room for juniors should be a part of our public library"; and second, "that the motion be referred to a committee of five to be appointed by the chair." The previous question was ordered on these questions. The ques-

[6] The chairman must stop when addressed, especially in case of declaring the assembly adjourned. If he fails to do it he may be censured by a vote of the society. In case of an adjournment he may be censured at the next meeting.

tion is now on the motion to commit. As many——

MR. N [*rising and interrupting the chair*]. Mr. President.

PRES. For what does the gentleman rise?

MR. N. I wish to offer an amendment to the motion to commit.

PRES. The previous question which has been ordered cuts off all new amendments as well as debate. The gentleman will please be seated. As many as are in favor of the motion to commit say Aye. Those opposed say No. The ayes have it and the motion is referred to a committee of five to be appointed by the chair. The chair appoints —, —, —, —, — [*naming the committee*].

MR. O. I move to take from the table the resolution relating to furnishing luncheon to ill-nourished children in our public schools. [*Seconded, stated, put, and adopted.*]

PRES. The motion is adopted, and the resolution relating to furnishing luncheon to ill-nourished children, and the motion to postpone it to the next session are taken from the table and are pending. The question is on the motion to postpone the consideration of the question to the next regular meeting. Are you ready for the question? [*There being no response the question on the postponement is put and the motion is adopted.*]

MR. P. I move to reconsider the vote on the mo-

tion "that this society organize a community singing school." [*Seconded.*]

PRES. The motion was lost. Did the gentleman vote against it?

MR. P. I did.

PRES. It is moved and seconded to reconsider the vote on the motion "that this society organize a community singing school."

MR. P [*as he begins to speak on the importance of organizing a community singing school is interrupted*].

MR. Q [*rising and interrupting*]: Mr. President, I rise to a point of order.

PRES. The gentleman will state his point.

MR. Q. The gentleman has already spoken on the question and we adopted an order limiting each speaker to one speech on this question.

PRES. The gentleman's point is not well taken. The motion to limit debate was exhausted when the assembly had voted on all the questions upon which it was ordered. The order having been exhausted is not revived when a vote taken under it is reconsidered. Mr. P has the floor.

[*Debate, question put, and the motion to reconsider is adopted.*]

PRES. The question is now on the motion "that the society organize a community singing school." Are you ready for the question?

[*After debate the question is put and the motion is adopted.*]

MR. R. I move to adjourn. [*Seconded, stated, put, and adopted.*]

PRES. The motion is adopted and——[7]

MR. S [*rising and interrupting*]: Mr. President [*As soon as he secures the president's attention, he continues:*] I move that when we adjourn we adjourn to meet one week from to-day. [*Seconded and stated.*]

MR. T. I move to amend by inserting after "meet" the words, "at 10 A. M." [*Seconded, stated, put, and adopted: the amended motion is then put and adopted.*]

PRES. The motion is adopted, and we stand adjourned to 10 A. M. one week from to-day.[8]

[7] See footnote 6, page 109.

[8] Since the assembly has already voted to adjourn, the vote is not taken again, but the chairman declares the assembly adjourned to the time designated by the assembly.

CHAPTER XVI.

OFFICERS AND THEIR DUTIES.

Chairman or President. Unless some special title is given to the office in the by-laws, the presiding officer is called the chairman, and is addressed as Mr. or Madam Chairman. When he has a special title the word "Chairman" is replaced by that title. Whatever his title, in referring to himself as presiding officer he uses the term, "the chair," never the pronoun of the first person. He should set an example to the assembly in fairness, courtesy, and obedience to rules. He should call the meeting to order at the appointed time; preside at all the meetings; announce the business before the assembly in its proper order; state and put all questions properly brought before the assembly; announce the result of every vote and the next business in order if there is any; inform members on points of order, and answer parliamentary inquiries relating to pending business when necessary to enable members to proceed in order; preserve order and decorum; and decide all questions of order subject to an appeal. When putting a question and announcing the result, and when speaking

upon an appeal, he should stand; during debate he should be seated and give attention to each speaker: at other times it is optional with him whether he sits or stands. If the chairman thinks it necessary for him to take part in the debate, he must call some one else to the chair, as chairman pro tem. (a vice chairman if one is present) and take the floor as a member, not as presiding officer. By doing this in a case where there is strong feeling he destroys the confidence of the opposite side in his impartiality, and therefore he should not resume the chair until that question is disposed of. In case of his absence the vice president calls the meeting to order and presides. If no vice president is present the secretary calls the meeting to order and a chairman pro tem. is elected. The president cannot appoint any one to act in his place except during a meeting, and the appointment terminates with the meeting.

The chairman should be familiar with the By-laws, Rules of Order, and Standing Rules of the society, at least sufficiently to refer to them quickly when needed. If the meetings of a society are frequently disorderly it is nearly always due to the ignorance or incompetence of the presiding officer. No one should accept the office of president of a society who is unwilling to fit himself for performing the duties of presiding officer. These duties are fully explained in R. O. R., pages 236-244.

In addition to his duties as presiding officer, in

many societies the president has duties as an administrative or executive officer. When this is desired, the by-laws should clearly set forth these duties, since they are outside of his duties as presiding officer of the assembly. He should always in his reports refer to himself as "the [or your] President," never as "the chair" as this term applies only to the presiding officer as such.

Vice President. In many societies a vice president is chosen who presides in the absence of the president. Some societies have several vice presidents each of whom has charge of a special department of work. In case of the death or resignation of the president, the first vice president becomes president automatically unless the by-laws provide differently. In this case the second becomes the first, the third the second, and so on, unless the by-laws provide for filling the vacancy. In case the presiding officer has any other title than president, his alternate's title is changed to correspond, thus Vice Commander, Vice Chairman, etc. When a vice president is in the chair he is addressed as "Mr. President."

Secretary. The secretary should keep a record of the proceedings, the character of which depends upon the kind of meeting. This record in a deliberative assembly is called the "minutes" and should contain the following:

(*a*) The kind of meeting, regular, or special, or adjourned regular, or adjourned special.

(*b*) Name of the assembly.

(*c*) Date of meeting, and the place when changeable.

(*d*) Fact of the presence of the regular chairman and secretary, or in their absence, the names of their substitutes.

(*e*) Whether the minutes of the previous meeting were approved or their reading dispensed with.

(*f*) Usually the hours of meeting and adjournment, when the meeting is solely for business, and business of importance is transacted.

(*g*) All the main motions (except such as are withdrawn), points of order and appeal, and all other motions that were not lost or withdrawn.

Since the object of the minutes is to keep a record of what is done, an amended main motion may be entered in the form in which it was adopted without giving its original form and the amendments. Unless the proceedings are published the debates should not be entered. The duty of the secretary is mainly to record what is *done* by the assembly, and not what is *said* by the members. The name of the member who introduced a main motion is usually recorded, but not the name of the seconder.

The Form of the Minutes may be as follows:

At a regular meeting of the Adelphia Club, held April 12, 1921, the president and the secretary being present, the minutes of the previous regular meeting were read and approved. The treasurer reported $15 received and $10 expended since the last report: the balance in the treasury is $75.30. The reports of the committees on ———— and ———— were received and ordered placed on file. The committee on ———— reported a resolution which after discussion and amendment was adopted as follows: *"Resolved,* That. . . ." At 9 P. M. the society adjourned.

M———— M———— A————,
Secretary.

The secretary should never allow the minutes to express his opinion, complimentary or otherwise. The minutes are a record of action taken by the society, and the secretary's duty is solely that of recording its action. Ordinarily the minutes of each meeting are read at the opening of the next meeting. If there is more than one meeting in the day the minutes are read only at the first meeting. In organizations meeting less frequently than quarterly, the minutes of the last day's meeting are read just previous to final adjournment of the session. When read, the chair asks, "Are there any corrections to the minutes?" If any corrections are proposed the procedure is as described on page 130.

When the minutes are approved the word "Approved" with the initials of the secretary should be written below them, or on the margin. If they are not habitually approved at the next meeting, then

"Approved" should be followed by the date of approval.

In addition to keeping the minutes the secretary keeps a register of the members and when required calls the roll; notifies officers, committees, delegates, etc., of their appointment, furnishing the committees with all papers referred to them and delegates with credentials; and signs, with the president, all orders on the treasury authorized by the society, unless specified otherwise by the by-laws. He is custodian of the records of the society except such as are necessarily in charge of others, as the treasurer's books. He conducts the correspondence of the society that is not otherwise assigned or that does not by the nature of the case belong to others. The officers and committees conduct the correspondence connected with their respective duties.

In case the work of the secretary in addition to keeping the minutes is too heavy for one person, it is customary to divide it between two, a Recording Secretary and a Corresponding Secretary. The ordinary duties of the latter are described in R. O. R., page 246, but each society in its by-laws should specify the duties of the corresponding secretary.

Treasurer. The treasurer's duties vary greatly in different societies. The society should select some one with business ability who will regard himself as custodian of trust funds which he will keep separate from his own. In some organizations he pays all

bills that are approved by the executive officers; in others he can pay only such bills as have been approved by the society or its board, or the financial committee. Each society must adopt such a plan as is best adapted to its own needs. The treasurer should pay only bills that have been authorized by a vote of the society, or have been approved by some authority empowered to do so by the by-laws. The by-laws should leave no doubt as to whose approval is necessary to justify disbursements by the treasurer.

All funds collected by committees or officers should be turned over immediately to the treasurer unless the society has authorized otherwise. In many organizations the treasurer is required to report at every meeting of the society the amounts received and expended since the last meeting and the balance on hand. These reports may be given orally. Since they have not been audited, no action is taken upon them. The treasurer is required to make an annual report, however, which must contain full information as to the receipts and expenditures of every kind during the year. Sometimes similar reports are required quarterly. The details of dates and separate payments for any one object should never be given since they are a hindrance to the report's being understood. It is the duty of the auditing committee to examine into details by comparing the report with the vouchers, and to see that the report is correct. The report should be handed to the auditing committee in time

to be examined and returned to the treasurer before the annual or quarterly meeting. Or, the auditing committee may submit the report at the meeting. When the report is made the president should put the question on the adoption or acceptance of the auditors' report. If this motion is adopted it carries with it the approval of the treasurer's report. [See R. O. R., page 252, for form of Report of Treasurer and Auditors.]

Boards. Nearly all organizations find it advisable to appoint a Board of Directors or Managers who act for the organization during the intervals between the meetings. These boards usually consist of the officers and some directors or managers who are elected in the same way and at the same time as the other officers. This board is subordinate to the society and must carry out its instructions and can take no action conflicting with any action taken by the society. The society can countermand any action taken by the board and can give it instructions, excepting in such matters as are placed by the by-laws exclusively under the control of the board. [See R. O. R., pages 207-210.]

Practice Work.

(1) *Chairman or President.* Name the duties of the chairman as outlined in the beginning of the chapter.

(2) What is said about the chairman's standing or sitting? What about his taking part in debate?

(3) *Vice President.* How may a second vice president

ever become president? How is a vice-president addressed when presiding?

(4) *Secretary.* What are the minutes? Name seven points that the minutes should cover.

(5) Write an original set of minutes.

(6) Give two cautions to the secretary in writing the minutes. Name other duties that may devolve upon the secretary besides keeping the record of action taken at the meetings.

(7) Give form for the chair to use in connection with the approval of the minutes.

(8) *Treasurer.* What are the characteristics of a good treasurer? From whom should the treasurer get authority to disburse funds?

(9) Should a treasurer's statement of the money in the treasury be "accepted" or "adopted" at each meeting? Give outline for auditors' work and show how the auditors' report is adopted.

(10) What is the real function of boards?

CHAPTER XVII.

QUORUM; SESSION AND MEETING; ORDER OF BUSINESS; RULES OF THE ASSEMBLY.

Quorum. The quorum of an assembly is such a number as must be present in order that business may be legally transacted. If there is no rule on the subject, the majority of the membership, including absentees, of a convention, society, board, or committee, constitutes a quorum. A rule making a different quorum for a convention or society must be in the nature of a by-law, as it binds future sessions and cannot be suspended even by a unanimous vote. The members of a convention at any time are those who have registered up to that time as attending, even though some have left the convention. If it is desired to have a smaller quorum than a majority for a board or standing committee it must be provided for in the by-laws of the parent body. It is impracticable for a majority of the members of an ordinary society to be present at many of the meetings, so it has been found best to authorize a smaller quorum. In large societies the quorum is often less than 10 per cent. of the membership.

Session and Meeting. Each regular or special meeting of a society, together with its adjourned meetings, constitutes a session. An adjourned meeting is always a part of the same session as the previous meeting of which it is an adjournment. When a session lasts one or more days it is usual to take recesses for meals and to speak of the morning meeting, the afternoon meeting, and the evening or night meeting of each day. When each of the sessions lasts only two or three hours there is no difference between session and meeting, but the distinction is important in conventions lasting several days, and in all cases where adjourned meetings are held.

Order of Business. The usual order of business is as follows:

(1) Reading of Minutes.
(2) Reports of Officers and Boards and Standing Committees.
(3) Reports of Special Committees.
(4) Special Orders.
(5) Unfinished Business and General Orders.
(6) New Business.

This order of business applies to each day, and not to each of several meetings held on the same day. Hence if there is more than one meeting in a day, the minutes are read only at the first meeting. In taking up the general orders those on the calendar of the previous meeting should be disposed of before taking up the questions postponed to this meeting.

Any question may be taken up out of its proper order by a two-thirds vote.

Rules of the Assembly. *By-laws.* With the exception of the rules relating to the transaction of business in the meetings, the by-laws of a society include all the rules of such importance that they cannot be changed in any way without previous notice. They cannot be suspended even by a unanimous vote, or amended, except by a vote of a majority of the organization or as they provide. Sometimes the most important parts of the by-laws are called the Constitution, but this causes complications and is a real defect, unless it is desired to make these parts, called the Constitution, more difficult to amend. The by-laws should provide for their own amendment.

Any one desirous of organizing a society should read very carefully the detailed account of the steps to be taken as given in R. O. R. pp. 284-292. In that account the procedure is given for each of the meetings until the organization is completed, and also for a regular business meeting of the society afterwards. The distinction between constitutions, by-laws, and rules of order, and what each should contain is more fully described in R. O. R. pp. 264-269. No one should attempt to prepare the rules for a society without examining the by-laws of other similar societies and reading the article in "Robert's Parliamentary Law" on By-laws and Other Rules, which gives several models with explanatory notes.

Rules of Order comprise the rules governing the transaction of business in the meetings and prescribing the duties of its officers in so far as they are not

stated in the by-laws. These rules, like the by-laws, may be amended only after due notice by a two-thirds vote, but the rules relating to the transaction of business may be suspended for the time being by a two-thirds vote, provided the rule is not designed to protect absentees or a minority as small as one-third. The rules protecting absentees or a minority as small as one-third cannot be suspended.

Standing Rules are those rules, or resolutions of a continuing nature, that may be adopted at any meeting without the necessity for previous notice being given. At any future session any of the standing rules may by a majority vote be suspended for that session only, and therefore they cannot interfere with the freedom of future sessions. The vote required for the adoption of a standing rule is the same as is required for the adoption of a resolution having a similar effect during that session only. Thus, if the rule limits debate it requires a two-thirds vote for its adoption. If the rule specifies the hour for the meetings, it may be adopted by a majority vote unless it conflicts with a rule previously adopted. The vote on its adoption, or on its amendment, before or after its adoption, may be reconsidered. A standing rule may be amended or rescinded by a two-thirds vote without notice. If notice of the proposed action was given at the previous meeting or in the call for the meeting, it may be amended or rescinded by a majority vote. In Chapter III the resolution offered by

Mr. G is an example of a standing rule which suspends the rules relating to subsidiary motions.

Amendment of Rules of the Assembly. *Constitutions, By-laws,* and *Rules of Order,* if they contain no rules for their amendment, may be amended at any regular business meeting by a vote of a majority of the membership of the organization; or they may be amended by a two-thirds vote of those voting, a quorum being present, provided the amendment was submitted in writing at the previous regular business meeting. But each set of these rules should provide for its own amendment. This rule should never require a vote of "two-thirds of the members" for the adoption of an amendment, since when societies become large it is usually impracticable to secure so large an attendance.

A *Standing Rule* or a *Resolution Previously Adopted* may be amended by a two-thirds vote or by a vote of a majority of the membership; or if previous notice was given at a preceding meeting, or in the notice of the call for this meeting, the amendment may be adopted by a majority vote. The motions to Rescind and to Repeal are forms of this motion used when it is desired to strike out an entire paragraph or by-law, or to annul an entire resolution or rule. [See R. O. R., pages 269-273, for amending By-laws, etc., and page 268 for amending and suspending Standing Rules.]

Practice Work.

(1) What is a quorum? Where must the provision for the quorum be made?

(2) What distinction can you make between meeting and session? When is there no distinction?

(3) What is the usual Order of Business?

(4) *Rules of the Assembly.* What are By-laws? If no provision is made in the by-laws for their amendment, what vote is required for their amendment?

(5) *Rules of Order.* What is the distinction between Rules of Order and By-laws?

(6) *Standing Rules.* How do they differ from the two described in No. 5?

CHAPTER XVIII.

SIXTH DRILL, ILLUSTRATING MINUTES, APPEAL, NOTICE OF AMENDMENT TO BY-LAWS, ETC.

[This is an adjournment of the meeting described in Chapter XV.]

PRESIDENT [*rapping on the desk*]. The meeting will come to [or will be in] order. The secretary will read the minutes.

SECRETARY [*standing and reading the minutes of the meeting described in Chapter XV*].

A regular meeting of the Society for Community Betterment was held Jan. 9, 1921, the president and the secretary being present. The minutes of the last meeting were read and approved.

Mr. A offered the following resolution: "*Resolved*, That ill-nourished children in our public schools should be furnished with a hot luncheon." Mr. B moved to postpone it to the next regular meeting. These motions were laid on the table after the chair, in response to a parliamentary inquiry, had explained that a motion was not killed by being laid on the table, but that it could be taken from the table by a majority vote at any time not assigned to another subject, provided no question was pending.[1]

[1] All rulings of the chair that may be of value as a precedent should be entered in the minutes. Similar answers to parliamentary inquiries should also be entered.

Mr. E moved "that the society organize a community singing school." Debate on the question was limited to one speech of two minutes by each member. After debate the motion was lost.

Mr. I moved "that a reading room for juniors should be a part of our public library." While motions "to refer this question to a committee of five to be appointed by the chair," and "for the previous question on all pending questions" were pending, all pending questions were laid on the table in order to hear an address by Mr. C. R. Leslie. After this address the questions were taken from the table and the previous question was ordered on all pending questions. The society then at 11.45 A. M. took a recess until 2 P. M.

At 2 P. M., the society reconvened, and the interrupted business was resumed. The motion "that a reading room for juniors should be a part of our public library" was referred to a committee of five appointed by the chair. Messrs. . . . were appointed the committee.

The resolution relating to furnishing luncheon to ill-nourished children in our public schools was then taken from the table, and the motion to postpone it to the next regular meeting was adopted.

On motion of Mr. P the vote on the motion "that this society organize a community singing school" was reconsidered, and the motion was then adopted. When Mr. P began to speak on the question a point of order was made that each member was limited to one speech on the question and that Mr. P had exhausted his right to speak on this question. The chair ruled that the point of order was not well taken, because all the votes had been taken on all the questions upon which debate was limited, and therefore the order limiting debate was exhausted, and was not revived by the reconsideration.

After voting to adjourn and to fix the time for an adjourned meeting, the society was declared adjourned to 10 A. M. one week from to-day. JAMES LAWRENCE, Secretary.

PRES. Are there any corrections to the minutes?

MR. A. I think the date of the last meeting should be changed to Jan. 10.

PRES. The gentleman is right and the secretary will make the correction. Are there any further corrections? [*A pause.*] There being none the minutes stand approved. Is the committee to which was referred the motion relating to a reading room for juniors in the public library prepared to report?[2]

CHAIRMAN OF COMMITTEE. The committee has so far been unable to get a majority to agree on a report. Further discussion will be necessary.

MR. A. I move "that the committee be discharged and that the question be now considered." [*Seconded, stated, put, and adopted by a two-thirds vote.*]

PRES. There being two-thirds in the affirmative, the motion is adopted and the committee is discharged. The question is on the motion "that a reading room for juniors should be a part of our public library." [*After debate, question is put and motion is adopted.*]

MR. B. I move to suspend the rules and take up the resolution relating to furnishing luncheon to ill-nourished children. [*Seconded.*]

PRES. The resolution referred to was postponed to the next regular meeting. It is moved and seconded to suspend the rules and take up the question now. As many as are in favor of the motion, rise.

[2] If there are any committees to report, the chair should have a list of them and should call for the reports before entertaining any other business except reports of officers.

Those opposed, rise. There being two-thirds in the affirmative the motion is adopted, and the question is on the resolution, *"Resolved,* That ill-nourished children in our public schools should be furnished with a hot luncheon."

MR. C. I move to amend the resolution by adding the words, "and that poorly clad children in our schools should be furnished with proper clothing." [*Seconded.*]

PRES. The chair is of opinion that the amendment is not germane to the resolution, and therefore the motion is ruled out of order.

MR. C. Mr. President, it seems to me that when we are expressing our opinions on reforms——

PRES. [*interrupting*]. The ruling of the chair cannot be debated unless the gentleman appeals from the decision. Does the gentleman appeal?

MR. C. I should like to explain why I think the amendment in order, but I do not like to appeal.

PRES. The chair will consider it a favor if the gentleman will appeal and thus throw upon the assembly the responsibility of deciding whether the amendment is germane or not.

MR. C. Then I appeal from the decision of the chair. [*Seconded.*]

PRES. The decision of the chair is appealed from. The pending resolution is, *"Resolved,* That," etc. [*repeating the resolution*]. Mr. C moved to amend by adding the words, "and that poorly clad children," etc.

[*repeating the amendment*]. The chair ruled the amendment not germane and therefore out of order. From this decision Mr. C appeals. The question is, "Shall the decision of the chair stand as the judgment of the assembly?"

[*The chairman states the reasons for his decision and then assigns the floor to Mr. C. When the debate is finished, no member speaking more than once, the chairman may further explain his position, replying to any adverse argument before putting the question.*]

PRES. The question is, "Shall the decision of the chair stand as the judgment of the assembly?" As many as are of the affirmative opinion [or, Those in the affirmative] say Aye. Those of a contrary opinion [or, Those in the negative] say No. The ayes have it and the decision of the chair stands as the judgment of the assembly [or is sustained]. The question is on the resolution, "*Resolved,* That ill-nourished children in our public schools should be furnished with a hot luncheon."

MR. D. I move the previous question. [*Seconded, stated, put, and adopted by a two-thirds vote: question put on resolution and adopted.*]

MR. E. I move the adoption of the following resolution, "*Resolved,* That we make application to our Mayor to have our streets oiled." [*Seconded and stated.*]

MR. F [*rising without obtaining the floor*]. MI.

Chairman, I object to the consideration of the question.[3]

PRES. The consideration of the question is objected to. Will the assembly consider it? As many as are in favor of the consideration will rise. Those opposed will rise. There being two-thirds opposed to the consideration the objection is sustained and the question will not be considered.

MR. G. I move to adjourn. [*Seconded and stated.*]

MR. H [*rising and interrupting the president as he is about to put the question*]: Mr. President—— [*As soon as he attracts the president's attention, he continues:*] I rise to give notice of the following amendment to the by-laws to be acted upon at the next meeting:

Proposed Amendment to the By-laws.

Substitute for Section 3, Art. VI, the following sections:

"Sec. 3. Regular meetings of the society shall be held on the first and third Thursdays of the month except from June 1 to Oct. 1.

"Sec. 4. Special meetings may be called by the President or by ten members."

LEROY HARVEY
CHARLES HANCOCK.

[*Hands the written amendment to the president.*][4]

[3] This objection may be made while another has the floor, the objector rising and interrupting, if necessary, in order to make his objection. The objector is not necessarily recognized. After there has been debate it is too late to object.

[4] A proposed amendment to the by-laws should be in writing, and it is well to have it signed by two persons. This is equivalent to a motion and a second.

PRES. Notice is given of the following amendment to the by-laws to be acted upon at the next meeting. [*Reads proposed amendment and hands it to the secretary.*] At the next meeting it will also be necessary to elect four delegates, and their alternates, to the State Convention. It has been moved and seconded to adjourn. [*Question put, motion adopted, and meeting declared adjourned.*]

CHAPTER XIX.

VOTING AND ELECTIONS.

The ordinary method of voting is by voice, or viva voce as it is called, described on page 10. In some organizations the vote is taken by "show of hands." The chair in this case says, "As many as are in favor of the motion will hold up their right hands. Down. Those opposed will signify it in the same way [or, will hold up their right hands]. The affirmative has it, and the motion is adopted." The affirmative vote is always taken first.

Another method of voting is by rising. The chair puts the question in a similar way, replacing "hold up their right hands" by the word "rise," and replacing the word "Down" by "Be seated." This method is used whenever a "Division" is called for, and whenever there is difficulty in deciding from the sound which side has won.

These formal methods of voting are frequently avoided and much time saved by asking for "General Consent." When a member wishes to have something done that he thinks all will agree to, he obtains the floor, states what he desires to have done, and asks

for general consent. The chair repeats the request and asks if there is any objection. If no one objects the chair proceeds practically the same as if the thing had been adopted by a formal vote. For instance, suppose after the adoption of a resolution a grammatical error is detected. Instead of reconsidering the vote and amending and then re-adopting the resolution, the chair should state the desired correction and ask if there is any objection to its being made. Hearing none he should say so and should announce the resolution as amended. [See page 148 for illustration.] So when the minutes are read the chair asks if there are any corrections. If there are none he declares the minutes approved. Granting general consent does not necessarily mean that all the members favor the proposed action. In some cases it means only that those opposed know that their opposition is useless; in order to save time they remain silent.

Another method of voting in ordinary societies is by ballot. This method is used when secrecy as to a member's vote is desired, or when the vote is taken by mail. It is nearly always used in electing members and officers. The ballots are usually slips of paper upon which the names of the candidates are written or printed. In secret organizations black and white balls are generally used in voting for candidates for membership. This or any other form of voting may be ordered on any question by a majority

vote. If the vote is to be by ballot the chairman appoints tellers to distribute, collect, and count the ballots, and to report the vote to the society. The number of tellers is dependent upon the number of voters, the number of offices to be filled, the number of candidates, and the possibility of attempted fraud. In a small society two tellers are usually all that are required, but if there is any danger of fraud there should be four. In large conventions twenty or more divided into small groups may be advisable. In all cases the tellers should be very careful, accurate persons who have the confidence of the society, and who represent the different prominent candidates.

In using paper ballots for voting on the reception of a member, if there is only one candidate, the chair directs the tellers to distribute slips of paper, one to each member, and directs the members to write on their ballots "Yes" or "No." The same method is adopted in voting on the expulsion of a member.

If there are several candidates for membership and only one vacancy, the president directs that each member write on his slip the name of the candidate for whom he votes. This latter method is also adopted in the election of officers when each officer is voted for by a separate ballot which is not printed. In the case of electing an officer the voting is not limited to candidates that have been nominated.

When the ballots have been prepared the president directs the tellers to collect them. This should

be done in such a way that the tellers do not see for whom the votes are cast. The tellers then retire and count the ballots, bringing back for the assembly's decision any question about which there is difference of opinion. The decision by the tellers themselves must always be unanimous.

At the annual or periodical election of officers most societies have a nominating committee previously appointed which submits a ticket with the name of a nominee for each office. At the time the committee reports, additional nominations may be made from the floor. The ticket may or may not be printed. It is obvious that it cannot be printed when the election is held immediately after the nominations are made. If the ticket is not printed, and the officers are all voted for at one time, the following method may be used: The names of the nominees for the first office are repeated by the chair and each member writes on his blank ballot the name of the office and of the candidate for whom he votes. Then the chair repeats the names of the candidates for the next office, and so on. Where it is feasible, the names of the candidates may be written on a blackboard.

When the ballot is printed with only one candidate for each office, the voter makes no mark upon it unless he wishes not to vote for a candidate. In this case he crosses out the printed name and replaces it, if he wishes, by the name of his choice. If the names of more than one candidate for an office are printed, he

puts a cross at the right or the left of the name of his choice, unless he wishes to vote for another candidate. In the latter case he writes the name of his choice below the printed names, preferably crossing out the printed names.

Instead of the tellers collecting the ballots, many societies provide a stationary ballot box in which the ballots are deposited by the voters or by a teller to whom they are handed by the voters. The latter method is the better. Where this plan is adopted the polls are said to be *open* all the time during which members may deposit their ballots. If the society is in session during the voting, it may *close* the polls by a two-thirds vote after a reasonable time has been given members to prepare and to deposit their ballots. After the polls have been closed, no more ballots can be received unless the polls are reopened. This may be done by a majority vote.

When counting the ballots tellers should prepare a tally sheet by writing the title of each office to be filled, and under each title, on the left of the sheet, the names of all the nominees for that office. Space should be left for entering additional names, since votes may be cast for those not nominated. As one teller reads each ballot the other marks a vertical line to the right of the name called. The fifth line, instead of being vertical, is drawn diagonally across the preceding four lines, thus making groups of five as shown in the Tally Sheet, page 178.

If there are four tellers one reads aloud the ballots, handing each one as read to another teller who should represent another of the leading candidates. The other two tellers keep duplicate records on tally sheets as described above, one calling out "tally" whenever making a diagonal line. This serves to show the tellers whether their records agree. If they disagree the count must be made again from the beginning.

The tellers should always credit a ballot to the candidate for whom it was evidently intended though the name may be misspelled or the directions printed on the ballot may not be strictly complied with. If any one of the tellers is in doubt as to crediting a vote the case should be reported to the society and instructions requested. The report in the form shown on page 177 should be signed by all the tellers.

When the tellers' report is prepared, their chairman submits it without announcing any election since this must be done by the presiding officer only.

A distinction should be made between an election in a society which is in session, and an election in a political body where the voters are not assembled. In the latter case it is necessary to deputize some persons to act as judges of election, since it is impracticable for the voters to do this as is done in an ordinary society.

Voting is also done by *mail,* and by *roll-call* (yeas and nays). Voting by mail is used in important matters, such as amending by-laws and electing officers,

in organizations whose members are greatly scattered. Voting by roll-call is used in bodies such as city councils responsible to a constituency, when it is desired to place on the record and make public each member's vote. It consumes much time and is useless in cases where the vote for each member is not published.

Majority, Plurality, Two-thirds. A *majority* is more than half. A candidate has a plurality vote when he receives more votes than any other candidate. A majority vote is more than half of the votes cast, which is usually a very different thing from a vote of a majority of the members present, or a majority of the members. Thus, if 12 members vote, and 21 are present at a meeting of a society having 80 members, a majority vote is 7; a vote of a majority of the members present is 11; and a vote of a majority of the members, or of the society, is 41. So, a two-thirds vote is 8; a vote of two-thirds of the members present is 14; and a vote of two-thirds of the members, or a two-thirds vote of the members of the society, is 54. A majority vote is all that is required for the adoption of any proper motion except those in the list of motions requiring a two-thirds vote, page 174. A majority vote is necessary for an election, unless the by-laws, or a vote of the society, authorizes a plurality to elect. When it is stated that a motion requires a two-thirds vote it is meant that the affirmative vote must be at least twice as large as the negative vote in order that the motion may be adopted. The by-

laws of an ordinary society should never require for any purpose a vote of a majority or of two-thirds of the members unless they allow voting by mail. The chairman may vote whenever his vote will affect the result. In case of ballot voting, he must vote before the polls are closed. In voting by roll-call the chairman's name is called last.

For further information in regard to Voting and Elections see R. O. R., pages 188-205, and especially the elaborate article on Nominations and Elections in "Parliamentary Law."

Practice Work.

(1) Give the form for taking the vote by show of hands: By rising.

(2) What is meant by General Consent? Cite an illustration of the acceptance of the minutes by general consent in one of the Drills.

(3) When is the ballot form of voting best? What are the duties of the tellers? What should be their characteristics?

(4) Describe the procedure as to distribution of ballots and the chair's directions when one person is to be elected to membership by ballot. How does this procedure differ when there are several candidates and one vacancy?

(5) Describe the manner of collecting ballots and give the caution mentioned in the text.

(6) Show how ballots are to be counted illustrating by a tally sheet in groups of five. Explain what is to be done with any disputed vote.

(7) Who submits the tellers' report? Who declares the election?

(8) Assume that you have no printed ticket and nomina-

tions are made by a nominating committee: Give plan suggested for the voting by ballot.

(9) Assume that you have a printed ticket with two candidates for each office: Write the procedure.

(10) Name two other ways of voting that have not been mentioned in this practice work. When is each of these two especially suitable?

(11) Under what circumstances may the chairman vote? In the following cases of viva voce votes, state whether the chair can vote, and if so, state the side on which he may vote and the effect of his vote:

A majority vote being required:

(*a*) ayes 7, noes 6; (*b*) ayes 6, noes 7; (*c*) ayes 7 noes 7.

A two-thirds vote being required:

(*a*) ayes 9, noes 4; (*b*) ayes 9, noes 5.

CHAPTER XX.

SEVENTH DRILL, ILLUSTRATING AMENDMENT OF BY-LAWS, AND NOMINATION AND ELECTION OF DELEGATES AND ALTERNATES.

[This is the next regular meeting of the Community Betterment Society held after the one described in the previous drill. In this drill it is assumed that all motions are seconded, and that all motions that are adopted or lost were previously stated and put. The drill begins just as Unfinished Business and General Orders are to be taken up.]

PRESIDENT. Unfinished business is now in order. At the last meeting notice was given of a proposed amendment to the by-laws which the secretary will now read.

SECRETARY [*standing, reads the proposed amendment slowly and distinctly so that it may be heard by every one*]:

Proposed Amendment to the By-laws.

Substitute for Section 3, Art. VI, the following sections:

"Sec. 3. Regular meetings of the society shall be held on the first and third Thursdays of the month except from June 1 to Oct. 1.

"Sec. 4. Special meetings may be called by the President or by ten members."

LEROY HARVEY
CHARLES HANCOCK.

[*The secretary hands the paper to the president and resumes his seat.*]

PRESIDENT. The section of the by-laws it is proposed to replace by those read is as follows: "Art. VI, Sec. 3. The society shall meet twice a month at such times as it may appoint from time to time." The question is on substituting the proposed sections for the present one. Sec. 3 of the substitute is as follows [*reads the section*]: Are there any amendments proposed to this section?

MR. A. I move to amend by striking out the word "the" before "month" and inserting "each." [*Adopted.*]

PRES. Are there any further amendments proposed to Sec. 3 of the substitute? [*No response.*] There being none the next section will be read. [*Reads next section.*] Are there any amendments proposed to this section?

MR. B. I move to strike out everything after the word "President" and insert "and shall be called upon the request of twenty members."

MR. C. I raise a point of order against that amendment. It increases the modification of the by-law, by changing "ten" to "twenty," and this is prohibited by R. O. R., page 272.

PRES. The chair thinks the gentleman's point is not well taken. Without a by-law on the subject, the only way to have a special meeting is for the society by a majority vote to order one to be held, or for a majority of the entire membership to call a special meeting. The proposed amendment to the by-laws

allows a special meeting to be called by ten members. Any amendment to this amendment is in order which changes the number required to call a special meeting to a number that is between that required by the proposed amendment, ten, and that required at present, namely, a majority of the membership. Since twenty falls between these numbers the amendment to the amendment is in order. The question is on the amendment to Section 4 of the substitute. [*Adopted.*] Are there any further amendments proposed to this section? [*No response.*] There being none, the present section and the two sections it is proposed to substitute for it will be read. [*After they are read the chair proceeds:*] As many as are in favor of substituting the two sections last read for Sec. 3, Art. VI of the by-laws will rise and stand until counted. [*Count made by chair or secretary if assembly is small; if large, the chair should appoint tellers to make the count.*] Be seated. Those opposed will rise. [*Count made.*] Be seated. There are 39 in the affirmative and 8 in the negative. There being two-thirds in the affirmative the substitute is adopted.[1] The next business in order is the election of four delegates to the State Convention. How shall they be chosen?

MR. D. I move "that nominations be made from the floor and that the election be viva voce."

[1] When amendments are adopted that demand changes in the numbering of articles, or sections, or paragraphs, such changes are made by the secretary without any action of the society.

MR. E. I move to amend by striking out "from the floor" and inserting "by a committee of three to be appointed by the chair."

MR. F. Mr. President, I rise to a parliamentary inquiry.

PRES. The gentleman will state his inquiry.

MR. F. If the nominations are made by a committee, can additional nominations be made from the floor?

PRES. Yes, after the committee has reported its nominations.

[*Amendment adopted and chair states question on amended motion.*]

MR. G. I move the following as a substitute: "That the delegates be both nominated and elected by ballot."

PRES. The club having just adopted an amendment requiring nominations to be made by a committee appointed by the chair, the propriety of this substitute is doubtful as it provides for a different method of making nominations. But the chair gives the substitute the benefit of the doubt and recognizes the motion. The club will decide whether it prefers the method suggested. The question is on substituting the motion, "that the delegates be both nominated and elected by ballot" for the pending motion.[2] [*The motion to substitute is adopted, and the president con-*

[2] A motion should never be ruled out of order if the chair has any doubt on the subject.

tinues:] The question is now on the motion, "that the delegates be both nominated and elected by ballot."

MR. H. Mr. President, have we not already adopted the substitute?

PRES. The club has voted to substitute a new motion for the original motion. It has not, however, decided whether it will adopt or reject the new motion.

MR. I. I move to amend the pending motion by striking out the word "both" as superfluous.

PRES. The club having inserted all the words in the motion as it now stands, it is not in order, except by general consent, to change these words unless the club reconsiders the vote by which the substitute was adopted.

MR. I. I request general consent for the word "both" to be struck out of the motion.

PRES. Mr. I requests general consent to have the word "both" struck out of the pending motion. Is there any objection? [*Pause.*] There being none the word "both" is struck out of the motion. The question is now on the amended motion, "that the delegates be nominated and elected by ballot." [*Motion adopted. President continues:*] The ayes have it and the motion is adopted. The nominating ballot will now be taken.[3] The chair appoints Messrs. T,

[3] A nominating ballot is illustrated here because it is so commonly used in societies. It is worse than useless if the nominating ballot is made the electing ballot as shown further on in this drill, except in the rare cases of societies that allow a plurality to elect to office.

U, V, and W tellers. The tellers will distribute blank ballots to the members giving one to each member. Each member will write four names on his blank for delegates to the State Convention.

[*The tellers distribute the blanks, dividing the assembly among them into nearly equal parts. When the chair sees that the ballots are ready he proceeds as follows:*]

PRES. The tellers will collect the ballots. [*As soon as they are collected he asks:*] Have all voted who care to do so? [*If any have been omitted they should say so or hold up their ballots to show that theirs were not collected. The tellers collect those that were overlooked, if any, and the chair continues:*] The tellers will count the ballots.

[*The tellers, after collecting the ballots, retire to another room and count the ballots as described on page* 139. *When their written report is ready, they return to the assembly room and the chairman, the first one named, Mr. T, obtains the floor as soon as it is vacant.*]

MR. T. The ballot for nominees for four delegates to the State Convention is as follows:

Number of ballots cast	46
Mr. A received	28
Mr. B "	27
Mr. C "	26
Mr. D "	26
Mr. E "	26

Mr. F received.....25
Mr. G " 16
Mr. H " 10

An additional ballot was cast but was rejected as containing more than four names. [*Mr. T hands the written report of the tellers to the president, who reads it again and proceeds:*]

PRES. The tellers will now distribute blank ballots for the election of delegates.

MR. J. Mr. President, I do not understand who are the four nominees. Six have received a majority vote.

PRES. The gentleman has a wrong conception of a nominating ballot. A nominating ballot is for the purpose of allowing each member an opportunity to nominate secretly not more than one person for each position. Thus in the present case a ballot may contain one, two, three, or four names at the discretion of the voter. But if it contains more than four names it has to be rejected, as there are only four delegates to be elected, and no member has a right to nominate more than one person for each position. Any person receiving even a single vote is nominated. The report of the tellers shows that eight persons have been nominated.

MR. K. Mr. President, is it not now in order to make nominations from the floor?

PRES. No. When a nominating ballot has been

taken, every member has already had an opportunity to nominate a person for each office.

MR. L. I move that the nominating ballot be declared the formal or electing ballot.

PRES. The motion is out of order as we are proceeding under an order adopted during this meeting requiring both a nominating and an electing ballot.

MR. L. I move to reconsider the vote adopting that order.

PRES. The vote cannot be reconsidered as it has been partially carried out, the nominating ballot having been taken.

MR. L. I move to rescind the vote ordering the election to be by ballot.

PRES. The objection to reconsidering applies equally to rescinding the vote. The motion which the gentleman evidently intended to make is to rescind the unexecuted part of the order, which can be done by a majority vote of the membership, or by a two-thirds vote of those voting, and then the motion to declare the nominating ballot to be the electing ballot will be in order. The question is on the motion to rescind the unexecuted part of the order prescribing the method of nominating and electing the delegates to the State Convention.[4] As many as are in favor

[4] When a motion is made in an improper form the chair should state it correctly. Thus, if it is moved to lay a resolution on the table until 2 P. M., the chair should say, "It is moved and seconded [or the question is on the motion] to postpone the resolution to 2 P. M." [See R. O. R., p. 243.]

of the motion will rise and stand until counted. Be seated. Those opposed will rise. Be seated. There are 30 in the affirmative and 18 in the negative. The chair votes in the affirmative, making the affirmative vote 31. The affirmative vote being a majority of the entire membership, 60, the motion is adopted, and the unexecuted part of the order designating the method of electing delegates to the State Convention is rescinded. Mr. L has the floor.

MR. L. I move that the nominating ballot be declared the electing ballot. [*Adopted.*] [5]

PRES. The ayes have it, the motion is adopted, and the nominating ballot is declared the electing ballot. Six candidates received more than a majority vote, while there are only four delegates to be elected. The four receiving the highest number of votes are the ones who would be elected, if there were such. But in this case the third, fourth, and fifth candidates received the same number of votes, and therefore only the first two, Messrs. A and B, are elected. The tellers will distribute blanks, and each member will write on his ballot the names of the two delegates he wishes to vote for.

[*The business proceeds exactly as in the case of the nominating ballot just described until the tellers are prepared to report, when the chairman, Mr. T, reports as follows:*]

[5] This motion would be out of order if the by-laws required the election to be by ballot. [See R. O. R., page 202.]

MR. T. The vote is as follows:

Number of votes cast	47
Necessary for election	24
Mr. C received	27
Mr. D "	26
Mr. E "	25
Mr. F "	16

[*Mr. T hands the written report as above to the chair, who reads it again, and proceeds:*]

PRES. Three candidates have received a majority vote, and therefore the two, Messrs. C and D, who received the greatest number of votes, are elected. The next business in order is the election of four alternates. How shall they be elected?

MR. M. I move that the alternates be nominated and elected by ballot.

MR. N [*as soon as the question is stated by the chair*]: I would like the chair to explain the object of a nominating ballot. From our experience with it just now in electing delegates it seems to me not only useless but a positive hindrance to business.

MR. M. Mr. President, I rise to a point of order.

PRES. The gentleman will state his point.

MR. M. Motions relating to voting are undebatable.

PRES. The gentleman is correct, but the member can scarcely be said to have gone any farther than he had a right to in explaining his inquiry. Because a motion is undebatable it does not follow that no one can be allowed to say a word of explanation of the

question. The chair is supposed to look out for the interests of the assembly and to see that this liberty is not abused so as to interfere with business. Now for the gentleman's inquiry: He is correct in his statement that the vote requiring a nominating ballot for delegate was, in this case, a hindrance to business and perfectly useless. The only object of a nominating ballot is to ascertain the preferences of the members to serve as a guide in voting on the electing ballot. Having a nominating ballot and afterwards declaring it to be the electing ballot does away with all the advantages of a nominating ballot and is identical in effect with having an electing ballot without any nominations. If there is to be but one ballot it should be the electing ballot after nominations have been made from the floor, or by a nominating committee and nominations from the floor.

MR. N. I move to amend the motion by striking out the word "and" and inserting the words "by a committee of three appointed by the chair, and that they be," so that the motion will read, "that the alternates be nominated by a committee of three appointed by the chair, and that they be elected by ballot."

MR. M. Mr. President, that is not a proper amendment to my motion. The nominating ballot is an essential part of my motion.

PRES. The chair thinks the amendment is germane, though it would have been in better form if offered as a substitute. The question is on the amendment——

MR. M [*interrupting*]. I appeal from the decision of the chair.

PRES. The only question involved in the decision of the chair is whether nominating by a committee and nominating by ballot are different forms of nominating. If they are, then one is germane to the other, and an amendment changing one form to the other is germane and in order. The case is so plain that the chair cannot entertain an appeal.[6] The question is on the amendment. [*Chair states the question.*] As many as are in favor of the amendment say Aye. Those opposed say No. The ayes have it and the amendment is adopted. The question is now on the motion, "that the alternates be nominated by a committee of three appointed by the chair and that they be elected by ballot. Are you ready for the question? [*Motion adopted.*]

PRES. The chair appoints Messrs. X, Y, and Z as the committee. They will please retire and be prepared to report as soon as possible.

[*The committee retires to an adjacent room and confers and agrees on four persons to nominate as alternates. During its absence any other business may be transacted, or a recess may be taken for five min-*

[6] The chair should not entertain an appeal from a decision to which there can be no two rational opinions. In this case there can be no two rational opinions as to whether nominating by a committee and nominating by ballot are two different forms of nominating. So if an appeal were made from a decision that the motion to commit is out of order when the motion to amend the motion to postpone is immediately pending, the chair should refuse to recognize it. If the chair abuses this power and refuses to entertain a legitimate appeal the proper course is to move a vote of censure of the chairman.

utes, or at the call of the chair. If business is being transacted when the committee returns, the business may be completed or laid on the table, and the president proceeds:]

PRES. Is the committee prepared to report?

MR. X. Mr. President, your committee nominates Messrs. E, F, G, and H for alternates.

PRES. The committee reports the following as nominees for alternates to the State Convention: Messrs. E, F, G, and H. Are there other nominations?

MR. O. I move to accept the committee's report.

PRES. The motion is out of order. The committee was appointed to make certain nominations which it has done. Its nominations are treated the same as nominations from the floor.

MR. O. But, Mr. President, it is certainly in order to accept a committee's report.

PRES. When a committee reports a nomination, or a resolution, or an amendment, or recommends the adoption of any other motion, it is treated as if the nomination, or resolution, etc., were proposed by a member. If a committee or a member submits, or proposes, a resolution, an amendment, or any other motion, the assembly adopts, accepts, or agrees to, or rejects the proposition. If a committee or a member makes a nomination, this is also treated exactly alike in both cases. Are there any further nominations?

A MEMBER. I nominate Mr. I.

ANOTHER MEMBER. I nominate Mr. K.

PRES. Messrs. J and K are nominated.

MR. P. I move that nominations be closed.

PRES. The motion is out of order until a reasonable opportunity has been given members to nominate.

A MEMBER. I nominate Mr. L.

PRES. Mr. L is nominated. Are there any further nominations? There being none, nominations are closed.[7] The tellers will distribute the blanks, one to each member, and each member will write four names and no more on his blank. If more than four names are on any ballot it is rejected as illegal. Voting is not limited to nominees. [*The ballots are distributed, collected, and counted as just described in case of electing delegates. Before reporting the vote, however, the chairman of the tellers asks for instructions as follows:*]

MR. T. Mr. President, the tellers are in doubt as to three votes. There are 47 full ballots, but on one of them is the name of Mr. Latmore. There is no member of that name but the name of one of the nominees, Mr. Latimer, sounds like it. Shall the vote be credited to Mr. Latimer? In addition to these 47 full ballots there is one that contains only one name instead of four. What shall be done with it? There is also one ballot entirely blank.

PRES. The vote for Mr. Latmore will be credited

[7] As a general rule the closing of nominations should be left to the chair who is the best judge of the time to close them.

to Mr. Latimer for whom it was evidently intended The ballot with only one name must be counted, making the number of ballots 48. The blank ballot will be ignored as waste paper.[8]

[*When the tellers have completed their report, it is made as follows:*]

MR. T. The vote for alternates is as follows:

Number of votes cast		48
Necessary for election		25
Mr. F received		28
Mr. E	"	27
Mr. G	"	26
Mr. K	"	26
Mr. J	"	25
Mr. H	"	25
Mr. L	"	25
Mr. M	"	7

PRES. [*after reading the tellers' report, announces the result of the vote thus*]: Messrs. F, E, G, and K having received the four highest majority votes, are elected alternates to the State Convention. Is there any other business to come before the society?

MR. Q. I move that we adjourn.

PRES. It is moved and seconded that we adjourn. As many as are in favor of the motion say Aye. Those opposed say No. The ayes seem to have it, the ayes have it, the motion is adopted, and we stand adjourned.

[8] From this ruling members may appeal. If the ruling is not sustained, a motion instructing the tellers how to credit the ballots should be adopted.

CHAPTER XXI.

BUSINESS IN SMALL GROUPS, AND IN MEETINGS DESIGNED FOR OTHER PURPOSES.

Business in Small Groups. It is frequently necessary for several persons to take some united action on certain matters, before doing which they must confer together and agree upon the course to pursue. If only three or four persons are in the group they need no rules to control the discussion, except those of common courtesy, namely, that only one person speak at a time; that he be courteous to the others, and that the others pay respectful attention to his remarks; that his remarks be confined to the subject under consideration; and that no speaker monopolize the time, but that each have a fair chance to express his views on the subject. Any additional rules would be an unnecessary hindrance to the freedom of the discussion. Persons may sit or stand as they please. No formal motions are made, nor are formal votes taken, but any action taken must be agreed to by a majority. If the case is one requiring the action agreed upon to be in writing, it is written out

by one of the members, usually the leading spirit of the group. A case of this kind is that of three or four persons consulting together as to the expediency of calling a mass meeting for a certain purpose, or of organizing a certain society. In either case it is necessary to have the work planned by a few persons in advance of holding the large meeting, as described in R. O. R., pages 275, 284.

If the group, however, is somewhat larger it would be difficult without some organization for the timid members to have any influence on the discussion and resultant action. In fact, the probabilities are that very soon several small groups would be talking over the matter in different parts of the room independently of the other groups. Experience has shown that it is very difficult to get a full discussion of a subject and a fair expression of the opinion of even six or eight people unless one person is chosen to preside over the meeting and to enforce the rules just mentioned so that the rights of all the members shall be protected. The presiding officer is called the "chairman," and is chosen as described on page 4. If the meeting is in an ordinary room the chairman retains his seat or takes a more prominent one at his pleasure. In a room where there is a table or desk he takes a seat by it, and states the object of the meeting, or calls upon some one who is more familiar with the subject to explain it. If it is desired to have a record of what is done, the chair makes a memorandum of

what is agreed to, or he may ask a member to act as secretary, or a secretary may be elected as in a larger assembly. [See page 4.]

In meetings consisting of a half dozen or more people, it has been found advisable to have, in addition to a chairman and a secretary, more rules and more formality than in a meeting of three or four persons. Thus, the members must be seated and are not allowed to walk about or to talk to others while a member is speaking. Usually the chair should require motions to be made and the discussion to be confined to the pending question. In some cases it is well to require remarks to be addressed to the chair as in ordinary assemblies, and this is especially the case where the discussion is intense. But it is not advisable that members be required to rise and stand while debating or making motions unless there are more than a dozen present. The chair should not insist on any more formality than is necessary to protect the rights of the minority and to preserve order. If there are any troublesome members in the meeting it may be best to enforce most of the rules applicable to ordinary deliberative assemblies. The chairman should be the best judge of the extent to which these rules may be relaxed with advantage. In such small bodies motions need not be seconded. The chairman may take part in the debate without leaving the chair and may even make motions himself. There is no limit to the number of times a member may speak,

but he cannot speak a second time if a member who has not spoken on the question wishes to speak and claims the floor. A member who has spoken seldom should always have the preference over one who has spoken frequently. No member can speak longer than ten minutes at any one time.

The members may be so peaceable and orderly that it is not necessary to require a motion to be made before the subject is discussed. The chair may allow the method of the English Parliament in its early history to be adopted, namely, to consider the general subject they wish to act upon until they are practically agreed upon a course of action, and then to have the chair frame and put to vote a question expressing the idea. In all cases a vote should be taken on whatever action it is proposed to take. [See R. O. R. pp. 212-214.]

Business in Meetings Designed for Other Purposes. In many societies there is practically no business transacted except at the annual meeting when the reports for the year are received and acted upon, officers are elected, and committees appointed, etc. Other societies find it convenient also to have regular business meetings quarterly, or even monthly, these meetings frequently being in connection with, and at the close of, the regular literary, musical, scientific, social, or religious meeting. These business meetings are under the rules of deliberative assemblies.

While in such organizations most of the business

can be held over for the business meetings, yet occasionally there is pressing business that requires immediate attention and that must be acted upon at the regular meetings which are designed for other purposes. Unless it is prohibited by the by-laws, urgent business and minor matters may be attended to at any regular meeting. But such meetings are not meetings of deliberative assemblies in the fullest sense, where members have the rights and privileges which they have at the business meetings. It would be manifestly improper in a meeting with a musical program to allow members the right to introduce questions and to engage in debate the same as in a business meeting. Those who attend the meeting to hear the music, or the addresses, or whatever the program calls for, have the right not to be interfered with, except in an extreme emergency, of which the president is usually the best judge.

When important business must be attended to, the president should be informed of it, if possible, before the meeting opens. At such times as he thinks proper, usually at the close of the meeting, he announces that certain business should be attended to, and either explains it himself or calls on some one else to do so. He may then put the question to vote without any motion. After announcing the vote he proceeds to any other business that requires attention. When all necessary business has been disposed of he continues with the program, if it has not been completed, or

closes the meeting as usual. No motion to adjourn is made, nor have members a right to introduce questions. When the president has brought up a question, a few remarks may be allowed and members may make subsidiary motions to dispose of it, but it must be remembered that this is only a semi-deliberative assembly. If ordinary debate is desired, the rules may be suspended for the purpose of debate by a two-thirds vote, as shown on page 94, or an adjourned meeting may be appointed at which the question may be considered. No minutes are read at such meetings, but the secretary should keep a memorandum of the business transacted which should be entered in the Minute Book and be read and approved at the next regular business meeting.

In many societies of the kind here referred to, the rules allow members to be received at any regular meeting. In such cases the membership committee should inform the president in advance that it has a report to make. The president calls on the committee for its report, usually just before the close of the meeting, and action is then taken.

CHAPTER XXII.

CHARTS.

Explanation of Signs used in the Charts.

@ This sign indicates that the motion which it precedes can be amended. The other motions cannot be amended.

——— A single underscore shows that the motion is debatable. Motions not underscored are undebatable.

═══ A double underscore shows that the motion is debatable, and that at the same time the pending main motion is open to debate.

— — — — A single broken underscore shows that the motion is sometimes debatable and sometimes undebatable. Thus, to Amend is debatable only when the motion to be amended is debatable, and an Appeal can be debated except when it relates to indecorum, or to the transgression of the rules of speaking, or to the priority of business, or if made while the immediately pending question is undebatable or during a division of the assembly.

= = = = A double broken underscore, which is used only for the motion to Reconsider, shows that the motion is debatable whenever the motion to be reconsidered is debatable; and, also, that when debatable the question to be reconsidered is at the same time open to debate.

2/3. A motion followed by 2/3 requires a two-thirds vote for its adoption, the other motions requiring only a majority vote. In the case of an objection to the consideration of a question, since the question is put on the consideration, and not on the objection to the consideration, a 2/3 vote in the negative is required to prevent the consideration.

2/3? This sign shows that the motion preceding it requires a 2/3 vote unless previous notice of the motion has been given, in which case it requires only a majority.

CHART I.

ORDER OF PRECEDENCE OF MOTIONS.

PRIVILEGED

- Fix the Time to which to Adjourn (when privileged).
- Adjourn (when Privileged).
- Take a Recess (when privileged).
- Raise a Question of Privilege.
- Call for the Orders of the Day.

SUBSIDIARY

- Lay on the Table.
- Previous Question (2/3).
- Limit or Extend Limits of Debate (2/3).
- Postpone to a Certain Time.
- Commit or Refer.
- Amend.
- Postpone Indefinitely.

- Main Motion.

The ordinary motions rank as shown above: the lowest in rank are at the bottom, and the highest at the top of the list. When any one of them is immediately pending, the motions above it in the list are in order and those below it are out of order. The first three motions are not always privileged. When not privileged they are main motions and therefore of the lowest rank and are debatable and amendable. To Fix the Time to which to Adjourn is privileged only when made while another question is pending, and in an assembly that has made no provision for another meeting on the same or the next day. To Adjourn loses its privileged character if in any way qualified, or if its effect, when adopted, is to dissolve the assembly without any provision for its meeting again. To Take a Recess is privileged only when made while other business is pending.

CHART II.

INCIDENTAL MOTIONS.

Questions of Order and Appeal.
Suspension of the Rules. (2/3)
Objection to Consideration of a Question. (2/3)
Division of a Question, and Consideration by Paragraph or Seriatim.
Division of the Assembly, & Motions relating to Voting.
Motions relating to Nominations. (2/3?)
Requests growing out of Business Pending or that has just been pending; as,
Parliamentary Inquiry,
Request for Information,
Leave to Withdraw a Motion,
Reading Papers,
To be Excused from a Duty,
Request for any other Privilege.

CERTAIN OTHER MOTIONS.

Take from the Table.
Reconsider.
Rescind. (2/3?)
Ratify.

Incidental motions, see page 92, cannot be arranged according to rank like privileged and subsidiary ones. They take precedence of the pending motion or business out of which they arise. On account of their privilege to interrupt business they are undebatable, excepting an appeal in certain cases as shown in the explanation of a broken underscore (— — — —) page 165.

Of the Certain Other Motions mentioned, Reconsider is the only one that can be moved when another question is pending. Its privileges are very great as will be seen by consulting page 80. The motion to Take from the Table has the right of way over any main motion that has not yet been stated by the chair. [See page 72.]

CHART III.

WHAT MOTIONS TO USE.

TO MODIFY OR AMEND.

@ Amend.
@ Commit or Refer.

TO DEFER ACTION.

@ Postpone to a Certain Time.
@ Make a Special Order (2/3).
Lay on the Table.

TO SUPPRESS OR TO LIMIT DEBATE.

Previous Question (2/3).
@ Limit Debate (2/3).

TO SUPPRESS THE QUESTION.

Objection to its Consideration (2/3).
Prev. Ques. (2/3) and Reject Question.
Postpone Indefinitely.
Lay on the Table. (?)

TO CONSIDER A QUESTION A SECOND TIME.

Take from the Table.
Reconsider.
@ Rescind. (2/3?)

TO PREVENT FINAL ACTION ON A QUESTION IN AN UNREPRESENTATIVE MEETING.

Reconsider & Enter on the Minutes

[For explanation of the signs used in this chart, see page 165.]

CHAPTER XXIII.

VARIOUS LISTS OF MOTIONS.

(1) In Order when Another has the Floor.
(2) Do Not Require a Second.
(3) Cannot be Debated.
(4) Open Main Question to Debate.
(5) Cannot be Amended.
(6) " " Reconsidered.
(7) " " Rescinded.
(8) " " Renewed.
(9) Require a Two-thirds Vote.

(1) In Order when Another has the Floor.

Appeal.
Call to Order.
" for the Orders of the Day.
" " Division of the Assembly.
" " " " " Question.
Objection to Consideration of the Question.
Parliamentary Inquiry.
Request of any Kind.
Raise a Question of Order.
" " " " Privilege.
Reconsider.

[By comparing this list with the next one it will be noticed that none of these motions, except an Appeal and Reconsider, require to be seconded.]

(2) Do not Require to be Seconded.

Call to Order.
" for the Orders of the Day.
" " Division of the Assembly.
" " " " " Question.
" up Motion to Reconsider.
Filling Blanks.
Leave to Withdraw or Modify a Motion.
Nominations.
Objection to Consideration of a Question.
Parliamentary, or any other, Inquiry.
Request of any Kind.
Raise a Question of Order.
" " " " Privilege.

(3) Cannot be Debated.

Adjourn, Fix the Time to which to Adjourn, and Take a Recess—whenever these motions are privileged. [See note page 166.]
Appeal, if undebatable question is pending, or if it relates to indecorum, or to transgression of the rules of speaking, or to priority of business.
Amend and Reconsider an Undebatable Motion.
Call to Order, and Questions of Order.
" for Orders of the Day.
" " Division of the Assembly.
" " " " " Question.
" up Motion to Reconsider.
Close or Limit or Extend Limits of Debate.
" " Open Nominations.
" " " the Polls.
Dispense with Reading the Minutes.
Fix the Time to which to Adjourn (when privileged, see note page 166.)

Incidental Motions (except Appeal as shown above).
Lay on the Table and Take from the Table.
Leave to Continue Speaking after Indecorum.
" " Read Papers.
" " Withdraw or Modify Motion.
Limit Debate.
Objection to Consideration of a Question.
Parliamentary, or any other Inquiry.
Previous Question, and Close, or Limit, or Extend the Limits of Debate.
Questions of Order.
Raise a Question of Order.
" " " " Privilege.
Reconsider an Undebatable Motion.
Request of any Kind.
Take a Recess (when privileged, see note page 166).
" up a Question Out of its Proper Order.
" from the Table.
Voting, Motions relating to Methods of

(4) Open a Debatable Main Question to Debate while the secondary motion is immediately pending.

Postpone Indefinitely.
Reconsider.
Rescind.
Ratify.

(5) Cannot be Amended.

Adjourn (when privileged, see note page 166).
Appeal and Questions of Order.
Amend an Amendment.
Blank, to fill a
Call to Order.
" for the Orders of the Day.

Call for Division of the Assembly.
" up Motion to Reconsider.
Lay on the Table and Take from the Table.
Leave to continue speaking after Indecorum.
" " Read Papers.
" " Withdraw or Modify a Motion.
Make a Nomination.
Objection to Consideration of a Question.
Parliamentary, or any other, Inquiry.
Postpone Indefinitely.
Previous Question.
Questions of Order.
Raise a Question of Order.
" " " " Privilege.
Reconsider.
Requests of any kind.
Suspend the Rules.
Take up a Question Out of its Proper Order.
" from the Table.

(6) Cannot be Reconsidered.

Adjourn.
Division of the Assembly.
" " " Question.
Lay on the Table.
Motion that has been Reconsidered, unless it has been materially amended since it was reconsidered.
Nominations, to Make or to Close.
Questions of Order.
Parliamentary, or other Inquiry.
Raise Questions of Order.
" " " Privilege.
Reconsider.
Suspend the Rules.
Take a Recess.

Take from the Table.
" up a Question out of its Proper Order.

Proceed to the Orders of the Day.

Affirmative Votes which Cannot be Reconsidered.

Adopt, or after adoption, to Amend, Repeal, or Rescind the Constitution, By-laws, or Rules of Order or any other rules that require previous notice of their amendment.
Elect to Membership or Office, if the member or officer is present and does not decline, or is absent and has learned of his election in the usual way and has not declined.
Accept Resignation, if member is present or has been notified.
Consideration of Question that has been objected to.
Commit, after the committee has taken up the subject referred to it.
Previous Question, after vote has been taken under it.
Reopen Nominations.

Negative Vote which Cannot be Reconsidered.

Postpone Indefinitely.

(7) Cannot be Rescinded.

A Vote cannot be rescinded after something that the assembly cannot undo has been done as a result of that vote, or if a vote is in the nature of a contract and the other party is informed of the vote; or when one has been elected to, or expelled from, membership or office, and was present or has been officially notified.
If a Question can be reached by calling up the motion to reconsider, which has been previously made, the vote cannot be rescinded.

With the above exceptions all votes on Main Motions, and on Questions of Privilege and Orders of the Day that have been acted upon, and on Appeals, may be rescinded without previous notice by a two-thirds vote or by a vote of a majority of the entire membership; or by a majority vote if notice was given at the previous meeting or in the call for this meeting.

But, since "Rescind" is identical with "Amend something already adopted," the rules for amending by-laws, standing rules, etc., apply to the motion to rescind a by-law, a standing rule, etc.

(8) Cannot be Renewed.

Adopt.
Amend.
Appeal.
Fix the Same Time to which to Adjourn.
Objection to Consideration of a Question.
Question of Order.
Reconsider a Question, unless it was materially Amended when previously Reconsidered.
Suspend the Rules for the same Purpose at the same Meeting.

[None of the above motions, except the last one, can be renewed at the same session. As a general rule no motion can be renewed at the same session unless there has been such a change in conditions as to make the question a new one. Thus, to commit a motion after voting on a material amendment is a different question from the one of committing it before voting on the amendment.]

(9) Require a Two-thirds Vote.

Amend, Annul, Repeal or Rescind any part of the Constitution, By-Laws or Rules of Order previously adopted; previous notice is also required.

Amend or Rescind, etc., a Standing Rule, Program, or Order of Business, or a Resolution previously adopted, without notice being given at the previous meeting or in the call for this meeting.

Extend the Time appointed for Adjournment or for Taking a Recess.

Previous Question.

Close, Limit, or Extend Limits of Debate.

Suspend the Rules.

Take up a Question Out of its Proper Order.

Make a Special Order.

Refuse to Proceed to the Orders of the Day.

Discharge an Order of the Day before it is pending.

Sustain an Objection to the Consideration of a Question.

Close Nominations or the Polls.

Limit names to be voted for at an Election.

Expel from Membership; requires also previous notice and trial unless for an offense committed in the assembly.

Depose from office that is not held for a definite period unless previous notice has been given.

Discharge a Committee, unless previous notice has been given.

Reconsider in Committee when one of the majority is absent and has not been notified of the proposed reconsideration.

CHAPTER XXIV. MISCELLANEOUS.

FORMS OF TELLERS' REPORTS AND TALLY SHEETS.

FORMS OF REPORTS OF TELLERS IN AN ELECTION OF OFFICERS BY BALLOT.

[See R. O. R., pages 195, 196 for an explanation of Tellers' Reports.]

(1) Form of Tellers' Report where a single office is to be filled.

Tellers' Report.

Number of votes cast.....76
Necessary for election 39
Mr. Abel 40
Mr. Baker 20

Illegal or Void Votes

Mr. C (ineligible) 15
Mr. D received 2 ballots folded together.... 1

ABRAM ZELLER
CHARLES LEWIS
Tellers.

(2) Form of Tellers' Report when a number of Officers and Directors are to be elected by ballot.

Tellers' Report.

President.

Number of votes cast	182
Necessary for election	92
Elmer Deane received	103
S. A. Stall "	75
Asa Jackson "	4

Vice President.

Number of votes cast	179
Necessary for election	90
C. V. Rice received	93
J. Spalding "	61
S. W. Chilson "	25

Recording Secretary.

Number of votes cast	181

etc., etc.

[*All of the other offices are treated in a similar manner.*]

4 Directors.

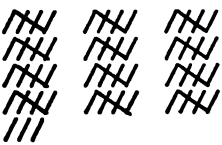
Number of votes cast	182
Necessary for election	92
J. W. Phelps received	108
E. C. Moore "	95
L. Johnson "	93
V. Cass "	92
Arthur Cowles "	92
J. N. Farmer "	92
Lesly Phillips "	80
E. Parks "	28
M. Chilson "	15
W. L. Barter "	7

ALECK BROWN
JASON TYRRELL
HOWARD KECK
W. CUMMINGS
Tellers.

[In this case only three directors are elected and another ballot should be taken for the other director. If it is impracticable to have another election, those who received 92 votes each should draw lots for the office. If the same number of votes are cast for each of the offices, then this form may be modified by placing the number of votes cast and the number necessary for election at the beginning of the report, and omitting this statement in connection with each office.]

Form of Tally Sheet

President (182)

Deane, Elmer		103
Jackson, Asa		4
Stall, S. A.		75

Vice President (179)

Chilson, S. W.		25
Rice, C. V.		93
Spalding, J.		61

[All of the other offices are treated the same way. The Directors should have a separate tally sheet.]

DON'TS.

Don'ts for the Presiding Officer.

Don't say "I think," "I appoint," "It is my opinion," etc., but say "The chair thinks," "The chair appoints," "It is the opinion of the chair," etc.

Don't say "The question is on the amendment 'fifty dollars'," but say "The question is on the amendment to insert [or to strike out] 'fifty dollars.'" An amendment is a change in the words and must always state by what method the change is to be made. The expression "the amendment fifty dollars" is meaningless.

Don't ask "Are you ready for the question?" if the question is undebatable or if a member rises to claim the floor.

Don't say "Those in favor of the motion will indicate [or signify, or manifest, or show] it by the usual sign [or in the usual manner]."

Don't say "Those in favor manifest it by the usual sign. Those opposed the same." If you mean "Raise the right hand," say so.

Don't, when voting viva voce, say "Those opposed will show it by the same sign." "No" is not a sign, and certainly it is not the same as "Yes."

Don't say "It is a vote," meaning thereby that the motion is adopted. It is a vote whether the motion is adopted or lost.

Don't say "The ayes [or the noes] have it," when the vote is taken by a show of hands or by rising. Say "The affirmative has it and the motion is adopted, [or The negative has it and the motion is lost].

Don't say "Those opposed have it," but say "The noes have it [or the negative has it]."

Don't say "The gentleman is out of order," unless he is disorderly. If his motion is out of order say, "The motion is out of order," or, if it will be in order later, tell him when it will be in order.

Don't stand during debate or while a report is being made.

Don't, when a motion is made by two or more persons, ask if the motion is seconded.

Don't say "It is regularly moved and seconded." Omit "regularly."

Don't strike with the gavel any harder than necessary to attract the attention of the members.

Don'ts for Members.

Don't say "I move you." Omit the "you." You do not move or propose the chairman.

Don't say "I make a motion to ——." Say "I move to ——."

Don't say "The mover of the motion," but "The maker of the motion."

Don't say "The maker of the amendment," or "The amendment made by Mr. A," but say "The mover of the amendment," or "The member who proposed [or

offered] the amendment," or "The amendment proposed [or offered] by Mr. A," or something similar. An amendment is moved, or proposed, or offered by a member, and it is made by the assembly.

Don't refer to a motion as having been amended by Mr. A, excepting when Mr. A made the original motion and amended it before it was stated by the chair. After a motion has been stated it can be amended only by an act of the assembly.

Don't say "I move to amend the motion so as to read thus ——." Use the motion "to strike out and insert," or "to substitute."

Don't move to lay an amendment on the table, or to postpone, or to commit it. Move to lay the question on the table, or to postpone or to commit the question, and, if such a motion is adopted, the amendment goes with the main question to the table, or to the committee, or is postponed to the specified time.

Don't move simply "to postpone the question," or "to postpone the question to later in the evening," but move "to lay the question on the table," in which case if the motion is adopted the question can be taken from the table at the will of the assembly. The motion to postpone must always specify the time to which it is proposed to postpone the question.

Don't move to lay the question on the table until a certain time. The motion to lay on the table cannot be qualified.

Don't move "to fix the time to adjourn" with the

idea that it is the same as the motion "to fix the time to which to adjourn." The first is a main motion to fix the time for closing the meeting, while the second is the privileged motion to fix the time for holding an adjourned meeting.

Don't say "The chairman stated [or put] the motion." He stated [or put] the question as to whether the assembly would adopt or agree to the motion.

Don't refer to anything adopted by a society as a "statute."

Don't move to postpone a date in a pending resolution, but move to amend by striking out the date and inserting the one desired. The subsidiary motion to postpone means to postpone the consideration of the pending questions, whereas to change the date in a pending question is an amendment.

Don't say "I support, or I sustain the motion," but say "I second the motion."

Don't wait to obtain the floor in order to second a motion.

HOW TO STUDY PARLIAMENTARY LAW.

Every one who wishes to study parliamentary law should be able to place himself in one of the three following classes: as a member of a class under a competent instructor; as one of a group studying without a teacher; or as studying privately. It is hardly necessary to say that the ideal way is as a member of a class working under a trained teacher.

With beginners a small class is desirable as it offers opportunity for much individual practice in presiding and in making motions. With classes somewhat advanced the larger class promotes greater enthusiasm. With the latter the best work can probably be done in classes of from twenty to thirty in number.

Where possible it will generally be found advisable to allow an hour and a half for a lesson. This gives ample time for having drills in addition to the study of the new material. Whenever time permits, the drill should be repeated with different presiding officers. It is important that every member should have an opportunity to preside.

The time required to complete this elementary course must depend upon the ability and maturity of the students, and their previous knowledge of the subject as well as upon the length of the lesson periods.

Drill practice is just as necessary in learning parliamentary law as in learning to swim or to drive an automobile. Practice must go with theory. It may be well at the opening of each meeting to call for criticisms of the previous meeting. This will encourage members to investigate between the meetings all questions that have arisen upon which they have the slightest doubt. This book has been arranged with a view to giving practice on every new point as soon as it is presented.

The teacher should have a knowledge of the sub-

ject far in advance of the pupils, and should at all times emphasize the importance of a fair, sound judgment and cool decision. This should be brought out especially as a qualification for a successful chairman. The teacher should be equipped with a blackboard, and the series of the author's works on parliamentary law, namely, Rules of Order Revised, Parliamentary Law, and the Parliamentary Law Charts copied on pages 166-168. Chart I should be hung conspicuously at every meeting so that there may be no excuse for members making any subsidiary or privileged motion when it is out of order, or for their not knowing whether any such motion can be debated or amended.

Plan of Course. Before beginning the course, every teacher should form his plan dependent upon the number of lessons, the time allowed each, and the maturity and previous training of the pupils. He should carefully arrange the course so that whatever is omitted is of least importance to his particular class. In using this book teachers will naturally use their own discretion in arranging the lessons. When the course is limited to ten lessons, some will cover the first twenty chapters in the ten lessons, while others will prefer to limit the course to the first ten chapters. The last four chapters are designed for reference, with the exception of Chart I which should be memorized. When the lessons in this course are mastered, the class

is prepared to take the course prescribed in Rules of Order Revised, pages 305-312.

Method of Teaching in a Class with an Instructor. It will be noticed that the chapters are grouped by subjects, as 1, 2, 3, and 4, 5, 6. These groups usually end with a drill. The first group may be treated somewhat after this manner: The text is presented in advance of the recitation period with particular care as to exact forms, even emphasizing capitals and punctuation. Absolute accuracy regarding forms must be insisted upon not only here but in every lesson. In case of inexperienced pupils, careful questioning of the text and additional examples will be necessary before taking up the drills. The maturity of the pupils and the time allowed for the course will be determining factors as to the amount of this kind of work.

The Drill, Chapter III, should be read in class in advance of its study. It should be read as a drama, the teacher taking the part of the chairman, and the parts A, B, C, D, etc., being assigned to different members of the class. Each member acts his part according to the instructions, reading or repeating the words given his part in the drill. All difficult points should be explained by the instructor. After the pupils have studied the drill the teacher should provide an abstract of the drill. The following based on the First Drill will illustrate:

Abstract of First Drill.

1. A. Call meeting to order and nominate a chairman. +[1]
2. B. Nominate a secretary. O
3. C. Nominate a secretary. +
4. D. Nominate a secretary.
5. D. Rise to a parliamentary inquiry: "Why was not a vote taken on my nominee?"
6. E. Offer the following resolution: *"Resolved,* That Parliamentary Law should be taught in our public schools." +
7. F. Move "that our next meeting be open to the public." O
8. G. Offer this resolution: *"Resolved,* That no subsidiary motion except to postpone indefinitely be allowed in these meetings." +
9. H. Offer the following resolutions:

   "Whereas, Many married women are obliged to work away from home thus leaving very young children without proper guardianship; and

   "Whereas, The rearing of children under improper influences is detrimental to the state; therefore, be it

   "Resolved, That Day Nurseries should be established and maintained in every

[1] This sign, +, shows that the motion is carried. O shows that the motion is lost.

manufacturing town at the public expense.

"*Resolved,* That our Mayor be furnished with a copy of this resolution." +

10. I. Try to obtain floor for debate as soon as the chair states question on resolutions. Insist on your right to the floor as you rose first.

11. H. Obtain the floor (even though another has risen first) as soon as question has been stated on your resolutions, and then debate them.

12. J. Offer this resolution: "*Resolved,* That our club give a banquet on Nov. 18."

13. K. Before the question is stated on the resolution, rise and move to postpone the question indefinitely. When ruled out of order, apologize and take your seat. As soon as question is stated on resolution, obtain the floor and make your motion. +

14. L. Move to adjourn. +

A typewritten copy of this abstract should be made in triplicate; one copy to be retained by the instructor; one to be cut into slips, distributed among the members of the class, and returned at the close of the drill; and the third to be held in reserve to replace damaged or lost slips. In the earliest drills in some cases it may be necessary to permit the chairman to have this third copy.

The instructor should notify the holder of the strip marked "1" whom to nominate for chairman, unless the students have had enough practice to justify entrusting them with this responsibility. After telling the class that it may be in disorder, he leaves the platform and soon calls "Number 1." The holder of the "1" slip then performs the duties assigned "1" in the drill. As soon as it is time for No. 2 to take part, the instructor calls "2," and so on. If one has more than one duty assigned him the instructor calls upon him each time in his proper order. Thus, when in the first drill "4" is called, D nominates a secretary. After the election, "5" is called and D rises to a parliamentary inquiry as to why no vote was taken on his nominee. In such cases the slips marked with the same letter must be fastened together, or printed on the same slip, to make sure that each person receives all his directions.

In advanced classes the drills will be less formal and more like real meetings if the instructor does not call out the numbers. In this case the slips begin with directions as to when they are to be used. For example, the slips 4, 5, and 8 should read as follows:

4. D. [As soon as two nominations for secretary have been made], Nominate a secretary.

5. D. [As soon as the election of a secretary is announced], Rise to a parliamentary inquiry, etc.

8. G. [As soon as the vote is announced on the motion to have a meeting open to the public], Offer this resolution: *"Resolved,* That," etc.

With such advanced classes the instructor may find it best to remain silent during the drill. He should at its close call for criticisms. After this the drill may be repeated with a different chairman and the slips redistributed. The instructor can at any time vary the drill by interpolating slips.

There should be an understanding between the instructor and the class in reference to voting. Some signal should be given when the motion is to be adopted, and another signal when it is to be rejected. No signal should be given when it makes no difference whether the motion is adopted or lost. Unless there is some understanding the vote may be such as to interfere with carrying out the drill. To enable the instructor to know when to give these signals he should mark his copy of the Abstract with "+" for an affirmative and "O" for a negative vote as shown in Abstract above.

When the first drill is performed for the first time the instructor should be nominated for chairman. Afterwards students should be put in the chair. Classes vary so much in their ability and knowledge that no directions can be given that will be applicable to all. In the earlier drills the subject of minutes is not taught. It would be well, however, to require

the secretary to keep a memorandum so that he may be able at any moment to state the exact condition of the business. In the first performance of each of the earlier drills it is advisable for the chairman to have an abstract of the drill. With advanced classes it is better for him to have nothing, unless there is an order of business, in which case he should have a memorandum showing the business in the order in which he should announce it. In actual meetings of ordinary societies the chairman has nothing to guide him except the order of business. Nearly all the drills given in this book are very simple, being intended to illustrate the chapters immediately preceding them. After a class has completed this course the instructor may prepare additional drills so as to give the class more practice. With advanced classes impromptu drills without slips may be used advantageously, but it is a mistake to permit such drills with elementary classes.

When giving a drill in which a number of amendments are proposed to a resolution, it will be found advisable to have the resolution written on the blackboard in large letters with the words and lines widely separated. As each amendment is stated, it must be indicated as shown in the example below. If the words are to be inserted a caret should show where the insertion is to be made and the words should be written below. If the amendment is adopted the words should be underscored. If there are words to be struck out, they should be included between two

vertical lines and "s. o.," the initial letters of "strike out," should be written underneath. If the amendment is adopted, a line should be drawn through the words struck out; if the amendment is lost, a line should be drawn through the letters "s. o." If the amendment is to strike out certain words and insert others, the words to be struck out should be enclosed between two vertical lines, and the words to be inserted written underneath. If the amendment is adopted, the words struck out should have a line drawn through them, and the words inserted should be underscored; if the amendment is lost, the words to be inserted must be crossed out. Instead of drawing a line through words struck out they may be erased, though this has the disadvantage of not showing what words have been struck out.

If this plan is adopted, the class will always know the condition of the resolution and its amendments however numerous they may be. The exact condition of the resolution is shown, at any moment, by the part of the original resolution not struck out, modified by the words interpolated or added that are underscored. If it is found that sufficient room has not been allowed for amendments, it is only necessary to erase and rewrite the resolution and amendments. If a new resolution is substituted for the original one, it should be indicated as shown in the following example which is the last resolution in the Second Drill, page 43.

Example.

Resolved, That it is | ~~bad~~ ~~wrong~~ a mistake | to look upon cooking as | ~~if it were~~ s. o. | a lower grade of work than tending a machine in a factory$_{\wedge}$ or clerking$_{\wedge}$ in a store.

[Substitute.] *Resolved*, That in the interest of health the cook should rank with$_{\wedge}$ industrial chemists.

A Parliamentary Law Club Studying without a Teacher. If a suitable teacher cannot be secured, the best plan is to find a half dozen or more people who are similarly interested to form a parliamentary law club. The club should elect a director or leader who will take the part assigned to the instructor. This will be found better than studying alone even though the leader is a novice. It allows of constant drills, each one being performed several times, so that every member of the club may have an opportunity to preside. Such a club is not limited to a few lessons, but may exist for a year, or even for several years. The author knows personally of one in which the members are unwilling to disband even though they have been working together for a long period. This club now has no necessity for a planned drill but allows

members to introduce questions at their pleasure. These are with reference to live topics and frequently furnish much entertainment at the same time that the members are gaining a valuable knowledge for their varied social and philanthropic activities. Of course this proficiency was not gained without much practice. The personnel is constantly changing as members moving away create vacancies which are immediately filled from a waiting list of women who have recently been elected to office in various societies and who feel the handicap resulting from lack of familiarity with parliamentary practice. This club has not had the advantage of such a set of drills as is given in this manual. The author advises that after having finished the entire course here prescribed, the club should repeat the drills before any attempt is made to allow the members freedom in introducing motions. After this it would be well to follow the course of the Lesson Outlines, R. O. R., page 308. Any club may have, with advantage, either before or after the regular program, fifteen or twenty minutes devoted to parliamentary practice.

Private Study. If the student is so situated that it is impracticable to find others to join in a practice club, the only course is to visualize the entire plan of study as here outlined. In reading the drills, he must by his imagination see the meeting as it is carried on the same as if he were present. He must project himself into the position of the chairman, and

decide just what he would do and the exact words he would use. He must also throw himself into the position of each speaker in succession in the same definite way. When he meets an expression that is not understood, it is generally better not to stop and ponder, but to continue the reading for a sentence or two more and the vagueness will probably clear up. If it does not, he should go back for a few sentences and reread the entire portion of the text bearing on this subject.

Socialized Classes. In teaching English, Geography, Civics, History, etc., where the "Socialized Recitation" is employed, a very good foundation may be laid for the future study of parliamentary law. The offices of chairman and secretary are filled each day by a different member of the class. Committees are appointed for investigation, and make their reports. The chairman, at the beginning of the recitation, announces the subject of the lesson and states that it is open for discussion. Members who wish to take part rise and the floor is assigned as shown in the First Drill. Special emphasis is given to the use of correct forms by the presiding officer as well as by the members. The secretary keeps the minutes of every lesson and passes them on in correct form to his successor. The next day they are read and approved by the class. Without increasing the curriculum, by means of these socialized recitations the proper forms for obtaining the floor, recognition by the chair, taking notes of meetings, transcribing notes into correct minutes, and

making the motions most commonly used, can be taught in the 6th, 7th, and 8th grades, and the pupils be well prepared to take up the study of Parliamentary Law in High School work.

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